



# **School Starter Information for Parents and Carers**

**2023-2024**





## Welcome to our school

Welcome to our school! St Nicholas Church School is a very happy and caring place where every individual has a role in creating a school that we can all be proud of. We are a highly inclusive school who celebrate the difference and diversity of the children within our school community. We are committed to providing all our children with a warm, nurturing environment in which they can flourish and achieve their potential.

St Nicholas Church School opened in September 2005, originally called St Nicholas CE Primary School after the separate Infant and Junior Schools merged. In 2019, the school was extended and our Reception class was moved and an amazing EYFS outdoor environment was created. In September 2019, the school also opened a specialist resource base for children with Social, Emotional and Mental Health Needs (SEMH) needs, which now has a capacity for 20 children.

In April 2021 our school changed its name to St Nicholas Church School when it became part of the Bath and Wells Multi Academy Trust.

At St Nicholas we have a wonderful environment both inside and outside of the classrooms. The school has 14 classrooms, a library, large school hall, community hall, specialist rooms and quiet rooms. The school is fully accessible for children with physical impairments. There are two playgrounds, a sports field and a large landscaped area to play in and for children to explore. As a school we have excellent facilities throughout the school site, making it a beautiful learning and working environment.

Since April 2021 we have been a member of the **Bath and Wells Multi Academy Trust (BWMAT)**. The trust was established in 2012, and contains thirty five primary schools ranging in size from 115 to 460 pupils covering the 0-11 age range. BWMAT schools are clustered into four hubs in North Somerset, Taunton, South Somerset and Bath and are located within market towns and more rural communities. All BWMAT schools share a determination that every child within the Trust will access an outstanding education, every child will achieve what they hope for their future and work together to be keepers of the flame of 'Life in all its fullness'.

Developing an open and honest relationship with parents and carers is central to all that we do. With your help and involvement we can ensure that your child's time with us is happy, challenging and rewarding and that they have the necessary skills and knowledge to learn effectively and independently for life.

If there is anything you would like to discuss in more detail please make an appointment to come in to see us, or telephone 01761 432101

Mrs Kirsty Biss and Mr Will Low

**Co-Heads of School**

Mr Joe Beament,

**Executive Headteacher**

**June 2023**



## Our School Vision and Values

**‘Joyful is the person who finds wisdom’** Proverbs 3:13

### Our School Vision

**‘At St Nicholas we follow in Christ's footsteps to nurture and encourage one another to be life long learners, to do all the good we can, to all the people we can, wherever we are.’**

This vision is a school where all children are known and valued as unique individuals. It is a school where differences are respected and celebrated and everyone is included.

With the value of Koinonia (community) at the heart, we nurture the children to be lifelong learners, who are kind and caring to all members of our community and the wider community of the world. Our school values underpin everything we do at St Nicholas and children talk about how they live the St Nicholas values in their life.

We know that children only thrive and reach their fullest potential when their wellbeing and emotional need is being met and supported. This is at the centre of everything we do at St Nicholas.

We believe in all of the children who attend our school, and through an excellent education, memorable experiences, high expectations and challenge, we inspire them to reach their fullest potential, and create happy, lifelong learners.

### Our School Values

#### Compassion



The understanding and concern for the sufferings or misfortunes of others.

#### Hope



A feeling or expectation and desire for a particular thing to happen.

#### Koinonia



The Christian fellowship and the act of working together as a community.

#### Trust



A firm belief in the reliability, truth, or ability of someone or something.

#### Forgiveness



Is to stop feeling angry or resentful towards someone or something for a flaw, or mistake.

#### Endurance



The ability to go through an unpleasant or difficult time without giving up.



## The School Day

A typical EYFS day	
<b>8:35</b>	<b>Gates open</b> Children greeted by EYFS staff and say goodbye to parents at the gate.
<b>8:45</b>	<b>Register</b>
<b>9:00</b>	<b>Collective worship</b>
<b>9:20</b>	<b>Phonics</b>
<b>9.45</b>	<b>Literacy focus session:</b> adult led activities which have a literacy focus. This is supported by a range of enhancements in continuous provision. An adult provides scaffolding in the environment to extend the children's learning.
<b>10:40</b>	<b>Tidy up time, snack and Numberblocks</b>
<b>11:00</b>	<b>Maths focus session:</b> adult led activities which have a maths focus. This is supported by a range of enhancements in continuous provision. An adult provides scaffolding in the environment to extend the children's learning. At certain times in the week the children will also have P.E and a Jigsaw PSHE session
<b>12:00</b>	<b>Lunch</b>
<b>1:00</b>	<b>Register</b>
<b>1:10</b>	<b>Topic focus session:</b> Wider curriculum opportunities which include planned, adult led topic activities and continuous provision activities to enhance play and development.
<b>3:10</b>	<b>Storytime and preparation for home</b>
<b>3.30</b>	<b>Home time</b>
	Every Friday: Home time is 3:00pm At Christmas, Easter and Summer: Home time is 1:00pm

### **Registration—It is essential to be punctual**

Children who arrive late miss out on the time to chat with friends and settle in before lessons begin. Equally, the teacher has to interrupt the flow of learning to welcome late arrivals and consequently the impact is felt by the whole class. We all need to be ready to learn. Anyone arriving after 8:50 am is registered as late. If your child is late please 'sign in' at the office as the class register will have closed.

We support all families to maintain high levels of punctuality for their children. Arriving at school late can be a significant factor in children underachieving in their learning, as well as impacting on a child's ability to settle into the social and academic routines of the school day. Each week on our school newsletter we share the attendance figures for each class. Our current whole school target is 96% attendance, and classes frequently achieve 100%! We work closely with our Local Authority A&WSS (Attendance and Welfare Support Service) to monitor lateness and attendance.



### **Milk, water and snacks**

Up to their 5th birthday, children receive free milk. After that you are welcome to provide your child with milk to drink in school. Water is always available. Children need to bring a named 'sports type' bottle (translucent and plastic) full of fresh water to school every day. The empty bottles are taken home by the children at the end of the school day to be washed and refilled. Healthy fruit and vegetables are provided for the children during snack time. Parents and carers are welcome to provide children with their own fruit snack each day.

### **Daily collective worship and celebration assemblies**

It is a legal requirement for all state schools to provide daily collective worship through assemblies. As a Church of England school, the nature of the act of worship, whilst being non-denominational, reflects our church foundation and is therefore broadly Christian.

Every Friday there is an open invitation to join our Whole School Celebration Assembly at 9.00am when achievement awards are presented. Parents of children receiving an award will receive a text to inform them on the Wednesday prior to the assembly. Parents and carers are also invited to join special collective worship services such as Harvest and the Carol Concert. Once a term the children visit St Nicholas Church for an assembly led by Reverend Ian which is always an enjoyable experience for the them. You have a legal right to withdraw your child from collective worship. Notice of withdrawal must be given in writing and sent to the foundation governors via the school office.



### **Lunchtime for EYFS and KS1: 12:00pm to 1:00pm**

Children can have either school meals or a packed lunch from home. School lunches are cooked fresh every day, by our amazing chef Greg. We have a 3 week rolling menu which can be found on the website and a vegetarian option is always available. We are always happy to make provision for special diets and allergies.

Since the introduction of the **Universal Infant Free School Meal (UIFSM)** all infant-aged children are entitled to a free meal at lunchtime. However, we strongly encourage you to apply for 'Free School Meals (by benefit)' for your child if you are eligible, as it provides additional Pupil Premium funding for the school to help support your child (see Pupil Premium section on page 10 for details).





### **Packed Lunches**

Please provide your child with a varied, healthy packed lunch in a lunch box which is sturdy and clearly labelled with your child's name. Please also provide a clearly labelled water bottle.

We encourage children to eat all their lunch so please avoid sending more food than your child can eat. Also please only send food that you know your child will eat. Children will always bring home any leftover food so you can monitor what they are eating.

Our lunchtime SMSAs care for the children's needs during meal time and during lunchtime play. Our children enjoy using: the KS1 playground with climbing frame and trim trail; KS2 playground with outdoor classroom, quiet garden and netball/basketball court; and the large field. We have a variety of equipment for use during playtime and lunchtime to support the children's play.

### **End of the school day**

The end of our school day changes so please take note of the times.

**Monday-Thursday:** 3:30pm

**Friday:** 3:00pm

**End of Christmas, Easter and Summer term:** 1:00pm

Children should be collected by recognised parents and carers (who must be over 18 years old) from the external classroom door at the end of the day. Children are only released to a different adult if the school has had notification from a child's parents/carers that someone different will be collecting. The end of the school day is an important time for your child to adjust from school routines to home routines. Please help your child to make this transition smoothly by arriving punctually to collect him/her. If you are unable to arrive on time at the end of the day, please contact the school office and we will inform the class teacher who can then reassure your child.

### **Extended Care**

We do not provide extended care but local childcare providers use our school to provide the breakfast and after school care for our families who wish to use this. Please contact TAMZEN via email or phone.

**Email:** tamzen826@gmail.com

**Phone:** Tammy: 07971 379 358

**Zena:** 07790 067 065



## **Absence**

If your child is sick, or absent for any other reasons, it is vital that you let the school know by telephone as soon as possible on the first day of absence. The school's telephone number is 01761 432101. If we do not receive a reason for absence by 9.20am we will call you, and if we cannot make contact we are obliged to record the absence as 'unauthorised' and may contact the school's A&WSS (Attendance & Welfare Support Service) Officer. Class registers are regularly monitored by the A&WSSO and they may contact you to discuss any patterns in absence or unusually high amounts of absence. Your child's full attendance levels are shared at parent teacher meetings, are on your child's end of year report and are available throughout the year. You can also keep track of your child's attendance through our e-schools app.

## **Holidays and planned absence**

Holidays in term time are no longer authorised because of the disruption it causes to your child's learning. We know that it is cheaper to take holidays during term time than during school holidays, but the demands of the curriculum are such that it is not possible to repeat teaching and learning to enable your child to 'catch up'. Consequently, a one week holiday will mean one week of learning missed.

IF YOU ARE PLANNING AN ABSENCE DURING TERM-TIME PLEASE NOTE:

- You must fill in a 'Absence Request Form', giving as much notice as possible (ideally two weeks)
- The Heads of School may only authorise absences for 'exceptional circumstances', and may not authorise absence for children whose current attendance is below 95%
- Class Teachers do not provide activities for children to do if on holiday during term-time.

(See our Attendance Policy for more details. Please also see BANES guidance in relation to legal responsibilities for attendance)





## School Uniform

Uniform enables children to visibly share and promote the school's identity and values, as well as helping to develop a sense of belonging to a social group. (It also makes 'getting dressed' in the morning a bit easier!)

### **Our uniform consists of:**

- Blue sweatshirt
- Blue fleece (optional)
- Blue polo shirt
- Black or grey trousers, skirt or pinafore dress
- Plain black or grey tights (jeans and patterned legwear are not suitable)
- Blue gingham check summer dress
- Appropriate summer and winter hats
- Waterproof, preferably hooded, coat.

### **PE kit:**

- Turquoise t-shirt
- Navy or black shorts
- Navy or black jogging bottoms for winter
- Trainers
- Please also provide a named PE bag so that your child can keep their kit on their peg in the cloakroom.

### **Footwear**

Children need to wear sensible black shoes or trainers to school preferably with Velcro fastenings until your child can tie their own shoelaces. Wellie boots are not suitable for all day use, and shoes or boots with high-heels are unsafe. During the summer time, children are expected to continue wearing shoes or sensible, low closed toe sandals. Open toed sandals, crocs and flip-flops are not suitable as they are not safe during the active play that we encourage.

**PLEASE MAKE SURE ALL UNIFORM ITEMS ARE LABELLED WITH YOUR CHILD'S NAME!**

### **Spare Clothes (EFYS)**

Your child needs to have a spare set of named clothes in school at all times. This means they can easily change when needed.

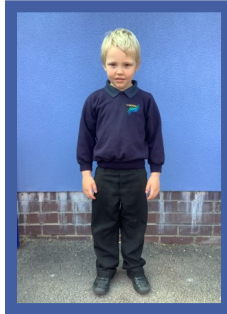
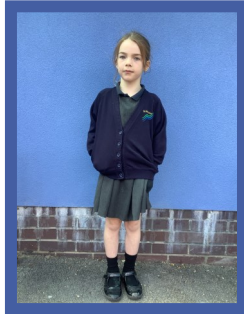
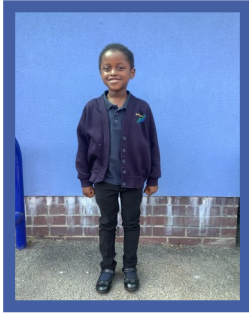
### **Jewellery**

For safety reasons children are not permitted to wear jewellery in school: rings, necklaces, bracelets, wrist bands etc. Children are able to wear a single stud in each ear but must be able to remove them independently for PE.





## School Uniform Guide



### **Standard Uniform**

- Navy sweatshirt or cardigan with St Nicholas logo
- Navy polo shirt with St Nicholas logo
- Grey or black skirt or dress
- Grey or black trousers
- Grey, black or navy tights
- Grey, black, navy or white socks
- Black shoes or trainers
- Navy school fleece (optional)



### **Summer Uniform**

- Children are welcome to wear the standard uniform in summer but can also wear:
- Blue and white gingham dress
- Grey or black shorts



### **Standard PE Kit**

- Turquoise blue T-shirt with the school logo
- Navy blue shorts
- Trainers (no daps and plimsoles)

### **Winter**

- Navy long sleeved top/fleece
- Navy or black jogging bottoms

### **PE Bag**

- Any colour but named



### **Sunhats**

- Please provide a sunhat for warmer weather

- This can be any colour

### **Wellies**

- Please provide wellies to keep in school
- These can be any colour



## Teaching and Learning

At St Nicholas, we strongly believe that teaching and learning should be fun and relevant to children's lives and interests. Children are at the centre of our curriculum design.

### **Our school curriculum:**

- Is inspiring, engaging and articulates the highest ambition for pupils.
- Ensures that pupils' spiritual, moral, social, cultural, physical and creative development is integral to all that happens in the school.
- Provides rich and memorable learning experiences which promote a life-long love of learning.
- Is clear and provides a clear, progressive statement of the key knowledge and skills which pupils will learn in every subject.
- Provides excellent teaching and inspirational learning which celebrates diversity and difference, ensuring that all pupils achieve their potential.
- Ensures that children understand their place in the world and enables them to be ready for the next stage in their lives.
- Provides an environment where physical and mental wellbeing enables learning to flourish and all children feel successful.





### **The EYFS Curriculum**

Children entering Reception have access to the EYFS (Early Years Foundation Stage) curriculum. It is split into the different areas below.

#### **Prime Areas of Learning**

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

#### **Specific Areas of Learning**

- Literacy
- Maths
- Understanding of the World
- Expressive Arts and Design



### **Key Stage 1 and Key Stage 2 Curriculum**

We use the National Curriculum as a strong foundation and starting point for wide and varied learning experiences for our children. This leads our children to not only thrive through their childhood but also become lifelong learners and be aware of their place and impact on the world in which they live. Our topics have a History or Geography focus and topic webs are shared with parents at the beginning of each topic and are available on our website.







## Assessment

There are many ways in which your child is assessed during the school day and throughout their school life. All types of assessment have different uses and are used by the teachers in a variety of ways in order to shape their planning and teaching to support your child in school.

### Formative Assessment (Assessment for Learning)

This is happening throughout the day as teachers teach your child. It informs the next stage in their learning and helps teachers to meet every child's individual needs. This can be through questions, discussion, peer assessment and marking of work to name a few.

### Summative Assessment

This type of assessment usually happens at the end of a unit and is a 'snapshot' of what your child can do there and then. Spelling tests, end of unit writing assessments and White Rose maths assessments are forms of summative assessment. We also use tests called PiRA (Progress in Reading Assessment) and PUMA (Progress in Understanding Mathematics Assessment) to assess children from year one. These tests inform teacher assessment and allow staff to track progress carefully throughout the year and identify next steps.

### Statutory Assessments

There are several methods of national assessment which take place during children's time at our school.

- The **Foundation Stage Profile** is a document used throughout the Reception year which tracks children's progress towards the Early Learning Goals.
- Year One children take part in the national '**Phonics Screening**' in June.
- Year Four children take part in the national '**Multiplication Tables Check**' in June
- Year Six children take part in **SATs (Standard Assessment Tests)** in:
  - Reading
  - Spelling, Punctuation and Grammar
  - Mental Arithmetic,
  - Maths Reasoning
  - Children are also teacher assessed for Writing.

Records are passed onto subsequent teachers. All of these assessment activities inform parents' evenings identification of individual education needs, children's targets for learning and reports.





## **Individual Educational Needs, Special Educational Needs and Disability (SEND) and English as an Additional Language (EAL)**

There are times when children need extra adult help. This help may be to support a child in meeting the social and behavioural expectations of the school, to acquire skills and knowledge, or anything else which may be inhibiting a child from fully taking part in school life.

If your child needs extra support their teacher will discuss this with you. Your child may be part of intervention groups to support their learning. If your child requires more support, your child's class teacher will write a SEN Pupil Passport which will be shared with parents and carers. It is likely that your child will have two or three personal targets which will provide a focus for them to work towards over a term. SEND and EAL targets are reviewed on a termly basis (3 times per year) in consultation with children and their parents/carers. The school follows the DFE Code of Practice for SEND and practices agreed by the Local Authority. If you have any concerns, please speak to your child's teacher in the first instance. Please also see our website for details of our school's SEND Offer.

At St Nicholas we are proud of our provision for children with Special Educational Needs, and we identify and support children at a very early stage. Our Teaching Assistants (TAs) provide excellent support for children both in class and in small group activities enabling them to make good progress in meeting their individual learning targets. Please contact Helen Crossen, our School SEND Co-ordinator for further information.





## **Home Learning**

Research shows that children who are able to share their learning with adults at home develop their skills and understanding much quicker than those who do not. Home learning is an opportunity for you to be actively involved in your children's learning.

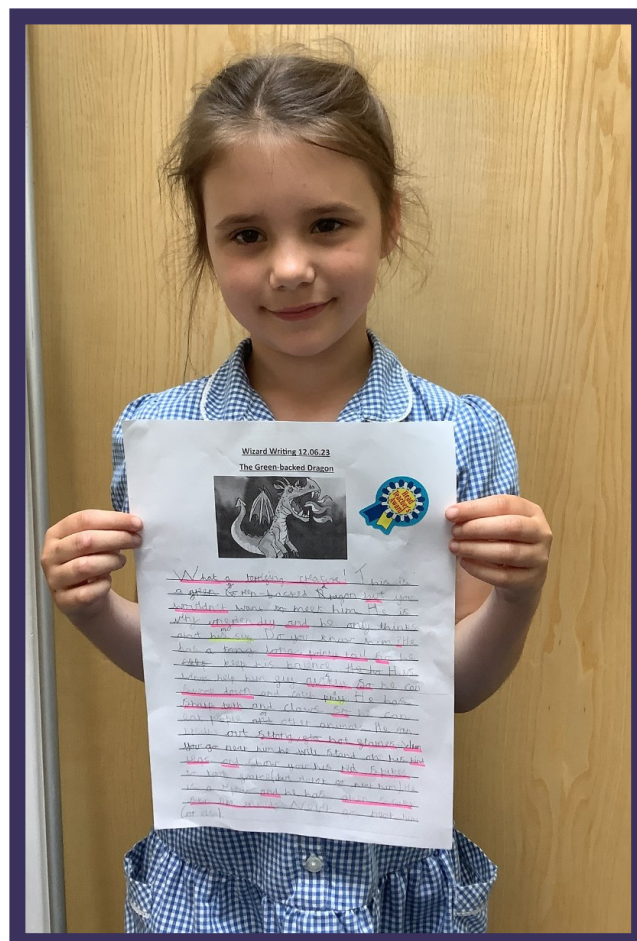
The range of home learning your child is likely to have is as follows:

**Reading** – this could involve reading a book, learning to recognise key words, or recognising letter sounds (phonics). We recommend that you read with your child at least 4 times per week, keeping it regular and fun!

**Spelling/Writing**—this could involve handwriting practice, learning to write names, spelling key words or writing letter sounds (phonics).

Number bonds and Times tables—children need to develop fluency and recall of number bonds and times tables.

**Topic related activities** – from time to time your child may continue topic or maths work at home by completing challenges, asking questions, completing questionnaires, or finding objects of interest to the topic being studied.





### **Computer use**

Every class is able to access the Internet for information using the laptops or iPads. The children's web access is monitored by adults in the classroom, and is filtered for safety in line with our E-Safety Policy.

### **Curriculum Enrichment**

As part of our commitment to making learning as engaging and interesting as possible we provide a wide range of curriculum enrichment activities.

Each class plans 3 educational visits per year to enhance and support the children's learning of the topic that term. Parents will receive details of the visits and approximate costings for all visits at the beginning of the year.

### **Sports Coaches and Sporting Events**

As part of the PE sports funding we are able to provide the children with a variety of different, specialist sports coaches throughout the year. These include dance, football, cricket and many more.

We also encourage children to participate in a wide variety of sporting events throughout the year and these are organised by school staff.



### **Religious Education**

This is an integral part of the curriculum in all schools. It aims to promote spiritual, moral, social and cultural awareness, a sense of self and a sense of purpose and responsibility. The RE curriculum aims to develop an understanding of the nature of beliefs and practices of various world religions and beliefs. RE aims to ensure children respect the importance of religion to those who hold religious beliefs. At St Nicholas we follow the LA & Diocese agreed syllabus 'Awareness, Mystery and Value' supplemented with Understanding Christianity and Discovery RE. In common with syllabi nationally, this is broadly Christian based and provides for study of other world religions. As with Collective Worship, parents and carers have a right to withdraw their children from RE lessons. Please speak to the Heads of School and provide written confirmation if you wish to withdraw your child from RE.

### **Personal, Social and Health Education (PHSE) curriculum and Relationships and Sex Education (RSE)**

At St Nicholas we follow the Jigsaw RE scheme for PHSE and RSE. All details of this scheme and the content of the RSE curriculum can be found on our school website.



## Golden Rules and Behaviour

Whilst in our school, everyone is expected to follow the **Golden Rules**, a simple set of positive rules:

- **Be helpful, kind, polite and honest**
- **Always listen carefully**
- **Be respectful of others**
- **Take care of our school**
- **Always try our best**

Children are praised and celebrated for following the Golden Rules and displaying our school values. Children receive certificates for excellent effort in school and these are shared with parents in our Friday Celebration Assemblies. Children can receive the following certificates:

- **Wizard Writer**
- **Most Improved Writer**
- **Best Effort Writer**
- **Math Magician**
- **Star of the week**

And each half term we hold a very special assembly to award our **Spirit of St Nicholas** trophy to the child in each class who is living their life by our Golden Rules and School Values.





### **Behaviour in the Foundation stage**

In EYFS, children are given reminders by the EYFS staff if their behaviour falls below the standards expected. They may be given a verbal warning and may be asked to stop doing an activity if their behaviour is not appropriate. They may be taken to speak to a member of the SLT.

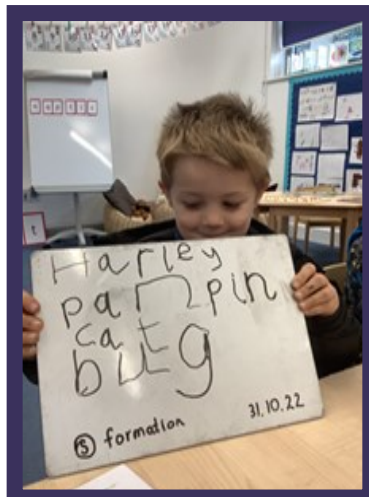
### **Behaviour in KS1 / KS2**

In KS1 and KS2 staff use the behaviour ladder (see below). Pupils will each have a peg. Their peg will be moved up and down the ladder according to their behaviour. Every time they reach outstanding they will receive a dot on their peg. When they receive 3 dots, they change the colour of their peg and receive a reward certificate.

- Outstanding
- Good role model
- Showing pride
- Ready to learn
- Warning
- Time out
- Move out
- Headteacher
- Behaviour card

If children do not show good behaviours, the following sanctions may be used:

- Children may be moved to another area in the class to work on their own.
- Sent to work in the Headteacher's office.
- If children have not completed work as expected in class then they will be kept in for an appropriate amount of time at lunchtime or breaktime to complete it.
- If children do not complete homework then children will be expected to stay in to complete their homework at lunchtime without one to one support.







## Home School Partnership

There are a number of ways in which we encourage an effective partnership between the school and parents to ensure that children have the best opportunity to enjoy their learning.

### Home Visits

All families joining the school are offered a home visit. This is a lovely way for educators, children and parents to get to know each other better, and ensures a firm foundation for home-school links.

### E-Schools

We send all letters electronically via our eschools platform. Parents are encouraged to download the app and newsletters can be viewed here. You will also be able to view your child's attendance and calendar dates. You will also be able to book parents evening through the app or via logging in via our website. You will be provided with a login when your child joins the school.

### Parent Pay

All payments to school are made via Parent Pay. When your child joins the school you can create a Parent Pay account where you can give permissions for trips and pay for school lunches.

### Newsletters

You will receive regular newsletters via email to keep you informed of recent events, activities and developments in our school. Copies of all newsletters can be viewed on our school website.

### Website and Social Media

Our website has all the key policies and information to help you understand our school and the ways we work. Newsletters are posted there and the online calendar can be synched with your phone.

We are also on Facebook. Search 'St Nicholas Church School, Radstock'







### **Groupcall**

We use Groupcall to send text messages to parents with reminders and information about upcoming events.

### **Welcome meetings**

At the beginning of each academic year you are invited into school to attend a welcome meeting to allow you the chance to meet the class teacher and discover what your child will be learning that year.

### **Parents' Evenings and Reports**

We usually hold these in Term 1 and Term 3 each year. From time to time you may want to talk with your child's teacher on an informal basis. The teacher will be happy to meet with you at a mutually convenient time. We also host an 'Open Class' session at the end of the year when your child can show you around their classroom and show you their recent work.

Reports are shared with parents prior to our Term 3 parents evenings.

### **Family Events and Family Lunches**

Parents, Carers and wider family members are invited into school three times a year for parents events which allow you to learn alongside your child. You are also invited to a parents lunch to enjoy a delicious lunch cooked by Greg and enjoy playtime with your child.





### **School Nurse**

Roxy Shand is our School Nurse and is happy to talk to you if you have any concerns about your child that are related to physical or mental health. Her email is: [roxy.shand@hrcgcaregroup.com](mailto:roxy.shand@hrcgcaregroup.com)

### **Local Governing Body**

Every school has a governing body that oversees the running of the school. The governors provide support and challenge to the school leadership team to make sure that every child is helped to achieve their best, and they carry out most of their work through focus committees. They also visit the school regularly as part of their year group links. Our governing body has staff, parent, and church representatives, and they share their work regularly through newsletters. Please see the school website for the most up to date list of school governors and current vacancies.

### **Friends of St Nicholas PTFA**

We have a very supportive and active parent teacher association which raises funds for the St Nicholas and organises a range of social events for the school community. They organise a variety of events throughout the year such as Christmas Fayre, Easter Bingo, Discos, Quizzes, Summer Fayres and various other events. There are lots of ways to support the school through the PTFA and all members of the school community are welcome to join.

### **Voluntary Helpers**

Volunteers help with learning in class and help to develop the school environment. There are various ways in which you can be involved in school life. This could include, joining in with class activities, making resources for use in class, or visiting your child's class to tell the children about a special event or share an interest with them. Some adults help in class by supporting reading and practical activities with small groups or individual children.

We welcome your support whether it is for an occasional activity or on a regular basis. It is necessary to have a DBS (Disclosure and Barring Service) check for anyone who will be working with children on a regular basis. To find out more about helping with school activities please speak to your child's teacher or ask at the office.

### **Complaints Procedure**

The school's complaints policy is available on the school website, and on paper outside the school office. Any complaint or concern should be brought to the attention of the Heads of School in the first instance.





## Safeguarding


We are committed to safeguarding and promoting the welfare of the children and adults in our school and expect all families, staff, volunteers and visitors to share this commitment.

As a result we can expect everyone to feel valued and safe. We all adopt high standards of personal behaviour, maintain appropriate social and professional boundaries, and dress in a way that is appropriate to the work we undertake.

All adults who have any cause for concern about a child's wellbeing or safety should report this to one of our Designated Safeguarding Leads

- Mrs Kirsty Biss (Co-Head of School)
- Mr Will Low (Co-Head of School)
- Mrs Helen Crossen (SENCo)
- Mr Joe Beament (Executive Headteacher)
- Safeguarding Governor: Mrs Leanne Maidment


Posters are displayed throughout the school with photos of the Designated Safeguarding Leads (DSLs)




### The Safeguarding Team

#### St Nicholas Church School

If you are worried about the safety of a child please speak to a member of the safeguarding team







**Mrs Kirsty Biss**  
Co - Head of School  
Designated Safeguarding Lead




**Mr Will Low**  
Co - Head of School  
Designated Safeguarding Lead



**Mr Joe Beament**  
Executive Headteacher  
Deputy Designated Safeguarding Lead



**Mrs Helen Crossen**  
SENCO  
Deputy Designated Safeguarding Lead



**Mrs Leanne Maidment**  
Safeguarding Governor



## Free School Meals (FSM) and Pupil Premium (PP) funding

Did you know that just registering your child for Free School Meals means that the school gets extra money that will benefit your child? In 2011 the Government brought in a funding called Pupil Premium. This funding is designed to help children from lower income families do their very best. For every child registered we receive £1320 a year.

With this money we can provide more interventions to accelerate your child's academic progress as well as interventions to develop self-esteem, self-confidence, social and emotional skills and resilience. It can also be used to help with uniform, school trips and after school clubs.

If you register for Free School Meals (even if your child does not want a school meal) it means that the school will receive extra funding which will benefit your child.

All children in Reception, Year 1 and Year 2 are automatically entitled to a free school meal regardless of income (Universal Infant Free School Meals), but if you are on one of the benefits shown below then we would ask you to complete the appropriate form.

### **How to apply:**

- First, check if you qualify – it is not just if you are unemployed so please look at the list below
- Complete the appropriate form. If you need any help please ask at the school office. You do not need to send any evidence of your qualifying benefits with the application
- Return the form to the office and we will forward it to the local authority
- No one will know you have registered and it will not affect any other benefits you are claiming.

**If you have any questions or queries please contact the school office.**

### **Do you qualify?**

You can register your child for Free School Meals if you get any of these benefits:

- Universal Credit
- Housing benefit
- Support Allowance (ESA)
- Jobseekers Allowance
- Child Tax Credit
- Working Tax Credit
- Income Support

**Please note: If at any point in your child's Primary Education you are no longer in receipt of any benefits the school your child is attending will continue to receive funding for your child for a further 6 years!**

**There is also Pupil Premium Plus funding, which is awarded based on the number of children in the school who have recently been adopted or are in care. If your child is eligible for this funding please ensure that the school office is informed.**



## General Information

### Toys

Children should not bring toys or personal possessions to school, unless invited by the Class Teacher for current topic work or discussion. Small comforters are permitted—please speak to your child’s class teacher.

### Lost property

Lost uniform, lunchboxes or book bags are most likely to be in your child’s classroom or cloakroom area. Please help us to identify lost property by ensuring your child’s clothes and property are labelled with their name.

### First Aid

We have qualified first aiders in the staff team who will deal with minor bumps, bruises or injuries. Staff complete a first aid form, which will be sent home with your child at the end of the day. We will always contact you should your child receive a head injury. In the case of a medical emergency we will contact the emergency services. Your child’s safety will take priority and you will be notified as quickly as possible. If a parent is not available to accompany a child to hospital, then a senior member of staff will accompany the child.

**Please inform school on the Registration Form of any medical needs/allergies that your child might have.**

### Head-lice

Please check your child’s hair for headlice at least once a week, and ensure long hair is tied back. We have leaflets provided by the School Nurse which offer advice on how to control headlice. Please let the class teacher know if your child has headlice.

### Medicines

If your child needs an inhaler for asthma or an Epi Pen for extreme allergic reactions, please inform the teacher and complete a Medicine Administration form available from the school office. We can then keep an inhaler or Epi Pen in school for your child.

Children completing a course of medicine may sometimes need to have them administered during the school day. In such situations you need to complete a Medicine Administration form, also available from the office, giving exact details of the prescription.

For children with specific medical requirements we will liaise with the school nursing team to provide appropriate training.

### Sickness

In the case of vomiting or diarrhoea, you must keep your child at home for 48 hours after the sickness has ceased. This helps to ensure infection control. For any other illnesses, please speak to the School Office, who will be able to advise you on whether it is appropriate for your child to be in school. The School’s telephone number is 01761 432101





## **Contact Us**

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