



St Elizabeth's

Catholic Primary School

'Love one another as I have loved you'

Parent Guide

Welcome to our School

This Parent Guide is written for school routines and procedures for a time when school is not being affected by the Coronavirus pandemic. School routines and procedures have been adjusted during the Coronavirus pandemic and parents will be informed of changes through regular school communications via ParentMail.

Queen's Road
Richmond, Surrey
TW10 6HN

Headteacher: Mrs Jane Hines

Our School Mission Statement

‘Love one another as I have loved you’

Our mission at St Elizabeth’s Catholic Primary School is to educate our children to reach their full potential in the context of a Catholic community in which each individual shares, or is in sympathy with, the teachings of the Catholic Church and the Christian way of life.

Our core values of equality, excellence, kindness, forgiveness, perseverance, friendship, courage, service and respect were chosen by our pupils to be the overriding principles to which the whole school aspires, together with our golden rule, “Love one another as I have loved you” *John 13:34*.

We seek to make St Elizabeth’s School a secure, happy and inclusive environment that is a place:

- of the highest quality teaching and learning;
- of compassion, co-operation and reconciliation;
- where each child is seen and appreciated as a unique individual;
- in which every child’s talents are developed and their needs met;
- where mistakes are learning opportunities;
- in which all children are empowered to keep themselves safe and healthy;
- where endeavour and excellence are encouraged and celebrated;
- in which cultural diversity is respected and valued;

We value worshipping and celebrating together, sharing our Christian witness and drawing strength from and serving our local parishes and the wider community.

Welcome to our School

Welcome to St Elizabeth's Catholic Primary School. Our school is a very special place where each child is encouraged to reach their full potential both academically and personally in a happy, safe and stimulating environment.

At St Elizabeth's we have high expectations of work and behaviour, and we aim to foster in our pupils a life-long love of learning and a desire to contribute to the wider life of the school and beyond.

As a Catholic school our motto 'Love one another as I have loved you' is at the heart of our community. Our school values of equality, excellence, kindness, forgiveness, perseverance, friendship, courage, service and respect were chosen by our pupils and are fostered and celebrated throughout the school.

Our latest Section 48 inspection said that: 'St Elizabeth's drive to develop the whole child and to nurture individual worth is embedded in school culture. Pupils are encouraged to strive for excellence in all areas of their academic and personal development. They, in response, learn to respect all members of the community as equally valuable.'

This guide aims to answer many of the questions you may have and details what your child will need for school. It also outlines some of our school routines and procedures.

Our school website provides up-to-date school information, including term dates and calendar of events. The website also has an extensive curriculum section and individual class pages that give parents an insight into the school year. Please visit our website regularly at www.st-elizabeths.richmond.sch.uk.

Mrs Jane Hines
Headteacher

Safeguarding and Child Protection

At St Elizabeth's, the safety and well-being of children is our first priority. All our staff are committed to the safeguarding of children and we work in partnership with families and external agencies to ensure that children are kept safe.

What is Safeguarding?

Safeguarding means ensuring the safety and welfare of all children and, in addition to child protection, covers aspects of school life such as attendance, behaviour, first aid, Health and Safety etc.

Child Protection means protecting children from physical abuse, emotional abuse, sexual abuse and neglect.

St Elizabeth's school policy for Safeguarding and Child Protection can be viewed on the school website. Paper copies, if you prefer, can be obtained from our school office on request.

If you have any concerns about a child at our school who you feel needs additional help and support, please come to see **Miss Samantha Thomas**, who is our Designated Safeguarding Lead or **Mrs Jane Hines**, Deputy Designated Safeguarding Lead.

You can also contact Richmond's Single Point of Access (SPA) team on 020 8547 5008 from 8am to 6pm, Monday to Friday, or 020 8770 5000 out of hours.

The Nominated School Governor for Safeguarding and Child Protection is **Mr Paul Webb**. The role of the Nominated School Governor is to meet regularly with the Designated Safeguarding Lead to monitor that appropriate policies and procedures are in place and that they are being implemented correctly.

The School Designated Safeguarding Lead, the Deputy Designated Safeguarding Lead and the Nominated School Governor can be contacted via school, by telephone: 0208 940 3015 or by email: admin@st-elizabeths.richmond.sch.uk

Sources of Information

The Childline Helpline number is 0800 1111.

The National Domestic Abuse Helpline number is 0808 2000 247.

School Attendance

School Times

The school day starts at 9:00 a.m. and finishes at 3:15 p.m. We accept responsibility for the children for ten minutes before the start of school, and for ten minutes at the end of the day, i.e. from 8:50 to 9:00 a.m. and from 3:15 to 3:25 p.m. After 3:25 p.m. every child should have left the premises unless s/he is remaining for some teacher-organised extra-curricular activity.

If you are going to be delayed, please telephone the school office at the earliest opportunity and your child will wait in the hall until they are collected. Children should not be on the school site before 8:40 a.m. and only children in Year 5 and Year 6 may travel to and from school unaccompanied.

Lateness

It is important that your child is on time every day to ensure that your child is settled and to avoid disruption to the class. If your child is late for school, please report to the school office with your child and complete the 'late register'. Excellent attendance is very important for children to thrive at school and therefore we encourage children to be in school every day.

Absence

If your child is going to be absent, please telephone the school office between 8:15 and 8:45 a.m. each day your child is absent to inform the school, providing a reason for the absence. It is a legal requirement that absences must always be explained in writing. Please send a written note via your child's reading packet on his or her return or please send an email to the school office.

The school requests that medical/dental appointments are arranged outside school hours wherever possible to minimise the time that children are not in school. In the event that an appointment has to be made during school hours, please notify the school in writing or provide a copy of the medical letter at least a day in advance of the appointment.

Term Time Absences

On 1st September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 stated that 'schools may only grant leave of absence in exceptional circumstances that are not related to holidays'.

Any request for absence must be made well in advance of the absence in writing to the Headteacher explaining why the circumstance of the absence is exceptional. Examples of exceptional circumstances include the funeral of a close family member, or the sudden loss of housing.

The Government guidance states that in the rare circumstance when the Headteacher is satisfied that there are exceptional circumstance for an absence, he or she will determine the number of days a child can be away from school. Absences which are not permitted due to exceptional circumstances are recorded on your child's record as unauthorised.

The government threshold for persistent absence is 90% attendance. Attendance below 90% is proven to have a detrimental effect on a child's learning and academic success. St Elizabeth's works with the Local Authority Education Welfare Officer to support good school attendance. We will contact you to arrange a meeting to discuss your child's attendance if it falls below 90%.

Arrangements for Bringing and Collecting Children

School Gates

At the beginning and end of the school day, the school gates will be open on Queen's Road and Lower Grove Road. If your child arrives at school after 9:00 a.m., or needs to be collected during the school day, access into school is only from the main school gates on Queen's Road. Please press the button for the school office, who will open the gates and ask you to make your way to the school office to sign in or out your child. Please do not allow other visitors to the site to come through the gate with you during the school day.

Parking

We regret that there are no parking facilities on the school grounds except in emergencies.

Please be mindful of the parking restrictions on roads in the immediate area, including the no-parking times on the yellow zig zags outside school. Currently, there are no parking restrictions on Lower Grove Road, and the school requests that you park considerately and respect our neighbours. For safety reasons, please never park or turn your car in either school entrance. Please do not double park and never leave your engine running. The school is committed to encouraging alternative forms of transport to school – bus, cycle, 'park and stride' from Sainsbury's Supermarket.

Changes to 'Normal' Collection Arrangements

If someone other than the 'normal' person is to collect your child, the school requires a letter confirming this arrangement for that particular day. The letter must be addressed to the class teacher, providing details of who will be collecting your child and, if relevant, where they will be going. For example, going to a friend's house straight from school.

We appreciate that many parents share the school run and collect each other's children on a regular basis. In this instance, only one letter at the beginning of the year confirming this arrangement is required.

If you make arrangements for your child during the school day and you have not sent in a letter to the class teacher, please telephone or email the school with the name of your child, their class and the name of the person collecting your child, by 2:00 p.m. In any emergency, please telephone the school office.

Scooters and Bicycles

We appreciate that some children will travel to and from school on a scooter or bicycle. However, for the safety of all children, scooters and bicycles must not be ridden on the school premises. Please ensure that they are taken home after drop off each day, or parked in the scooter or bicycle area located at the front of the school near the Junior playground.

Please ensure that your child's scooter or bicycle is clearly named as the school does not take any responsibility for these items. Children who come to school by bike or scooter must be accompanied by an adult. The bike shed is not locked during the day so please use a bicycle lock.

Children Travelling Home Alone

If you would like your child in Year 5 or Year 6 to walk home from school, please provide a written note informing the school of this arrangement. The school is unable to allow children to leave school alone without this permission. Children younger than Year 5 cannot walk home unaccompanied.

Pushchairs

Please ensure that pushchairs are considerately parked or positioned in the playground to avoid any accidents. The school also requests that pushchairs remain outside the school buildings if possible, unless this would disturb a baby or infant.

Pushchairs may not be brought into Assembly or Mass.

Playground Supervision

Please ensure that all children, including siblings, are closely supervised at drop off and collection times. As our gates are open during these times children must remain with their parents/carers and are not allowed to play in the playground.

Dogs

Dogs are not permitted on school premises at any time with the exception of guide dogs or assistance dogs. The school also requests that dogs are not tied to the school gates or boundary fences and left unaccompanied.

Learning at School

The Primary Phases

The time in which your child is at primary school is divided into 3 stages:

The Foundation Stage	3-5 years old
Key Stage 1 (KS1)	5-7 years old (Y1 - Y2)
Key Stage 2 (KS2)	7-11 years old (Y3 - Y6)

Each Year Group follows a curriculum plan for the academic year.

The School Day

8:50 a.m.	School doors open
9:00 a.m.	School begins with Registration
9:10 – 10:35 a.m.	First morning period
10:35 – 10:55 a.m.	Morning break
10:55 – 12:00/12:15 p.m.	Second morning period
12:00/12.15 – 1:15 p.m.	KS1 lunch break / KS2 lunch break
1:15 – 2:15 p.m	First afternoon period
2:20 – 2:30 p.m.	KS1 break
2:15 – 3:15 p.m.	Second afternoon period
3:15 p.m.	School finishes

In Reception, there are no morning and afternoon play sessions. Children have the opportunity to learn and play continuously.

Worship in School

As a Catholic school, prayer and collective worship form an important part of our daily routines. This involves the school community coming together as a whole or in age-phase groups, or as a class to pray, reflect, sing and share. A typical week is as follows:

Monday	Hymn Practice
Tuesday	Whole School Assembly led by the Headteacher
Wednesday	Class-led Assembly. Parents are invited to attend their child's class assembly which takes place twice a year.
Thursday	School Values Awards Assembly
Friday	Whole School Assembly

We celebrate Mass regularly in school and always on Holydays, and we welcome parents and other parishioners to join us.

Each class will lead an Assembly each term and parents are welcome to attend.

Mass and Assembly dates will be published at the beginning of each term in the 'Termly Dates' and are available to view on the website.

Parish Links

We have close relationships with the four parishes that we serve: St Elizabeth of Portugal, Saint Thomas Aquinas, Our Lady Queen of Peace and Our Lady of Loreto and Saint Winefride's.

Music at School

Each class has a practical session of singing, playing and listening each week with a specialist music teacher. Orchestra and choir clubs are held before and after school, and pupils have an opportunity to receive further specialist instrumental tuition if desired. In Year 4 all children learn to play the saxophone and clarinet.

In addition, the Richmond Music Trust (a registered charity) offers instrumental teaching in the following instruments: guitar, piano, violin, saxophone and clarinet.

For more information on the Richmond Music Trust, or to apply for instrumental tuition, please visit www.richmondmusictrust.org.uk.

Languages at School

In Key Stage 1, children are introduced to simple words and phrases from the languages spoken in our school community.

In Year 3 to Year 6, all children are taught French by a specialist Modern Foreign Language Teacher. Year 6 pupils also go on a residential visit to France in the Summer Term.

PE

Physical exercise is a statutory part of the curriculum. All year groups have two lessons of PE a week. Each lesson is one hour. It is expected that all children take part in all PE lessons. If your child is unable to take part in PE lessons for medical reasons, for example an injury, parents are required to contact their child's class teacher in advance so that adjustments can be made to allow participation.

Swimming

Pupils in Year 3 to Year 5 participate in a series of swimming sessions each school year. Swimming sessions are taught by a qualified swimming instructor at Pools on the Park in Richmond. Children are transported to and from the swimming pool by coach and are supervised by school teaching staff. Each year group will be notified of its swimming schedule and parents will be asked for a voluntary contribution towards the costs of the sessions.

Children must always remember to bring in their swimming kit on the day of their lesson, and must provide a written note if they are unable to swim that week.

Educational Visits

St Elizabeth's believes that educational visits are an integral part of the curriculum. The school may at times request a voluntary financial contribution. There is no obligation to contribute, and no pupil would be excluded on these grounds, but it may be necessary to have substantial voluntary parental contributions if an activity is to take place. Parental consent for educational visits will be sought at the beginning of each school year and we will write to inform you of upcoming visits.

School Residential Visits

St Elizabeth's strongly believes that school residential visits are of great educational value and foster a spirit of independence in the children. Each year the school organises residential school journeys for Year 4, Year 5 and Year 6.

Extra-curricular Activities and School Clubs

At St Elizabeth's, we believe that extra-curricular activities enrich the lives of our children. The school organises a wide variety of activities and school clubs before, during and after the school day. Please visit the school website for the current term's club schedule and details about how to sign up for clubs.

Awards

The school aims to develop positive attitudes towards learning and to build and foster the confidence of all the children. We recognise the value of praise and encouragement in raising a child's ability levels and self-esteem. We acknowledge academic achievements and exemplary behaviour through weekly awards in Assembly, house points, reward stickers and the Headteacher's Award.

Each week children are rewarded in assembly for living the School Values. These children are then invited to tea with the Headteacher.

In Year 6, children work towards achieving their 'Governors' Award'. This is a year-long scheme which enables children to develop their skills of leadership, service and independence.

Learning at Home

Parent Partnerships

At St Elizabeth's, we believe that good education is a partnership between home and school. The home environment has a great influence on the child's future - both in the development of the whole person and in his/her academic success. Our aim is to work together with parents, believing it is the best way to secure each child's spiritual, emotional and academic development.

As a school, we aim to be open to parents so that they feel they can talk to us about any matter concerning their child, whether this relates to their academic progress and development, or how well their child is settled in school life. We are also keen to understand whether a child has a particular interest or talent so that we can support them to fulfil their potential.

Homework

The school believes that homework is a significant process in the home-school partnership as it serves as a two-way communication between parent and teacher through the child's work. By the very nature of homework, parents are kept informed of their child's learning, enabling them to provide better support.

We acknowledge the value of children participating in after-school activities, such as Brownies and Cubs, sports clubs and music lessons etc. We therefore intend that the home-school tasks provided will allow sufficient time for such activities to be enjoyed by the children.

The homework schedule for each year group, together with the curriculum plan for the academic year, is sent home at the beginning of the school year to help parents track their child's learning path.

Reading Packets

Each pupil must have a school reading packet which is brought into school every day and taken home at the end of the school day. Homework and reading books will be placed in the reading packet, so it is essential that parents or carers check the contents of their child's reading packet every day after school. There are two types of reading packets: Key Stage 1 and Key Stage 2. The Key Stage 2 reading packet is larger in size and has a shoulder strap. Reading packets can be purchased from the school office.

Children in Year 5 and Year 6 only may use a school branded rucksack. No other rucksacks are permitted.

Supporting your Child

We are often asked by parents how they can help their child, and specifically how they can support their child's learning at school. The school offers some suggestions and advice on the ways in which you can support your child and their development.

- ✓ Children have a real need to be heard.
- ✓ Let them tell you about their day.
- ✓ Tell them about your day.
- ✓ Find time to pray together.
- ✓ Ensure your child goes to bed at a regular and reasonable time.
- ✓ Be positive. Build your child's confidence by praising the things he/she does well.
- ✓ Listen to your child read, and enjoy stories together.
- ✓ Learn from your child's teacher the best way s/he thinks you can help your child at home.
- ✓ Enrich your child's leisure time by encouraging hobbies, sports, games, handicrafts, outings, joining clubs, etc.
- ✓ Be selective about the television programmes/films s/he watches and discuss programmes of interest.
- ✓ Limit your child's time on electronic games and devices and talk to them about the games they are playing.
- ✓ Encourage your child to read as much as possible.
- ✓ Involve your child in the mathematical experiences of everyday life, for example, in cooking, shopping, measuring and telling the time.
- ✓ Take an active interest in any school work your child brings home, such as research for topics, weekly spellings or tables.
- ✓ If you are anxious about your child's progress, try not to pass on your anxiety to your child. Please discuss your concerns with your child's teacher, who will provide the necessary advice and support for you and your child.

Before and After School Care

Breakfast Club

The school runs a breakfast club between 8:00 a.m. and 8:45 a.m. each morning. School staff supervise the club and offer children toast and cereal and quiet activities in a 'family atmosphere'. The cost of the breakfast club is £5 per day. Children can either attend breakfast club on a regular basis or requests can be made on an ad hoc basis. The breakfast club is held in the school hall.

For more information, please contact the school office and ask to speak to Mrs Donaldson, the breakfast club co-ordinator.

Energy Kidz After School Care at St Elizabeth's

With Energy Kidz Ltd, St Elizabeth's offers after school care to pupils on the school site on every school day of the year.

Energy Kidz is a leading provider of out of school childcare for primary school aged children. They have a proven record of positive Ofsted inspections, as well as a strong support and monitoring framework in place. They work with a number of schools and thousands of children enjoy the care they provide each day.

Energy Kidz follows a free choice philosophy in that they provide a fun and happy place for children to take part in activities, arts and crafts and sports. Alternatively children can relax, do some homework or enjoy the variety of toys and games available.

The after school provision runs from 3:15 p.m. until 6:15 p.m. and a healthy snack is served.

If you wish to use the after school service for your child, please book a place via the Energy Kidz booking system. St Elizabeth's School has its own page on the Energy Kidz website, which can be accessed via: <https://www.energy-kidz.co.uk/breakfast-and-after-school-clubs/st-elizabeths-catholic-primary-school-richmond/>

The booking system allows you to book regular sessions or just as and when needed. Sibling discounts are available and childcare vouchers and tax free childcare are accepted.

School Uniform

School Uniform

All children are expected to wear school uniform. St Elizabeth's school uniform is maroon and gold and provides a strong sense of identity for our school. We ask that all items of uniform, including shoes, be clearly marked with your child's name.

School uniform and PE kit can be purchased from Dolphin House, a local school wear specialist store.

At St Elizabeth's, we have a Summer uniform and a Winter uniform. Summer uniform must be worn from the start of the school year in September until the half-term break. On their return to school, children must wear their Winter school uniform for the rest of the Autumn Term, and for the whole of the Spring Term. Children must return to wearing their Summer uniform for the Summer Term.

Winter Uniform

School blazer (optional)	<i>Dolphin House only</i>
School tie (not with elastic)	<i>Dolphin House only</i>
Maroon jumper with woven school badge or maroon cardigan	<i>Dolphin House only</i>
White shirt – long or short sleeved. The shirt must have a top button which must be done up; Velcro fastening is not permitted.	<i>Any chain store</i>
Grey trousers, grey skirt or grey pinafore	<i>Any chain store</i>
Grey socks or maroon socks/tights (not trainer socks)	<i>Any chain store</i>
Black leather shoes (no trainers/no fashion shoes)	
School rain jacket (optional) or Winter coat/anorak	<i>Dolphin House</i>

Summer Uniform

Maroon jumper with woven school badge or maroon cardigan	<i>Dolphin House only</i>
White shirt without a tie (reverse neck, short sleeve)	<i>Dolphin House only</i>
or White shirt with a tie (button up collar, short sleeve) – if the shirt has a top button, this must be done up and a tie worn; Velcro fastenings are not permitted.	<i>Any chain store</i>
Gold and white striped dress with white socks	<i>Dolphin House only</i>
Maroon belt or belt provided with gold and white striped dress	<i>Dolphin House only</i>
Grey shorts	<i>Any chain store</i>
Grey socks (not trainer socks) with shorts	<i>Any chain store</i>
White socks with dress (not trainer socks)	<i>Any chain store</i>
School hat	<i>Available from school</i>

Summer Dress

Only the school style of Summer dress in the school fabric may be worn. These dresses are only available from Dolphin House, and should be purchased in March each year ready for the Summer term. No 'fashion' shoes or boots may be worn (flat, sensible shoes only) and Summer sandals must not be open toe.

School Hats

In Winter, children may wear a hat to keep them warm. A warm school hat with the school logo is available from Dolphin House but it is not compulsory. In Summer, on sunny days, children must wear a sun hat. A Summer school hat is available to buy from the school office.

PE Kit

- maroon T-shirt *Available from Dolphin House*
- maroon shorts or skort in KS2 *Available from Dolphin House*
- underlayer (these can be maroon or black and must not be branded with logos)

Trainers must be worn for outdoor PE lessons. A school tracksuit can be purchased from the PTA.

In Key Stage 1, we ask that children's trainers have Velcro fastening. In Key Stage 2, gold knee length football socks (available from Dolphin House) and shin pads will also be required.

Children must come into school wearing their PE kit on the day of their PE lesson. No school uniform is required on the day of the PE lesson unless otherwise informed. We ask that all items of PE kit are clearly named. Please ensure that trainers are cleaned after PE lessons.

Hair

We ask that shoulder length hair is tied back neatly. Hair ribbons and bands must be maroon, yellow, gold or white in colour. Hair must be clipped back from the face. No shaved hair styles, patterns, unnatural colours or braids are allowed in school. If hair is shaved/clipped, no shorter than a grade 2 is permitted.

Jewellery

For Health and Safety reasons, no jewellery may be worn in school. If a child is getting their ears pierced, this must be done at the beginning of the Summer holiday and earrings should then be removed for school in September.

Nail Varnish

Nail varnish is not allowed at school. Any child wearing nail varnish will be asked to remove it immediately by a member of teaching staff.

Second Hand Uniform Sale

The PTA organise a second-hand uniform sale to which outgrown uniform is donated. Parents will be informed by email when a uniform sale will take place.

Lost Property

There is a lost property box at school where unnamed uniform and lost items are collected. Please enquire at the school office for your lost property.

Personal Possessions

Mobile phones are not allowed in school. For children in Year 5 or Year 6 who may travel to and from school unaccompanied, any phone that they have in their possession must be handed to their class teacher on arrival, and will be returned to the child at the end of the day. Please note the school is not responsible for personal possessions and we ask that any items of worth remain at home. Personal toys and games are not allowed in school unless they have been specifically asked to come in for a particular reason.

Home-School Communications

Contacting the School

The school office is open from 8:00 a.m. until 4.30 p.m. The school office telephone number is 020 8940 3015. Alternatively, you can contact the office via email: admin@st-elizabeths.richmond.sch.uk.

Letters from home to the class teacher or school office can be sent via the reading packet. If the matter is confidential, please put the letter in a sealed envelope and mark it for the attention of the person to whom it is addressed.

ParentMail

ParentMail is an email communication sent to parents from school. Emails are frequent in nature, and include school news, class topics, donation requests for educational visits and PTA announcements. After joining school, instructions for how to register for ParentMail will be sent home with your child. Parents who do not have access to the Internet will be sent a paper copy of ParentMail communications. Please check and update your ParentMail account annually.

School Payments

The school has an online payments facility called +Pay, which is directly linked to ParentMail. Parents are able to make online payments for some school events and activities in a secure, simple way using debit or credit cards.

The school also accepts cash or cheque for school payments. Please place money in a sealed envelope, either with a reply slip or marked clearly with the child's name and details of what the payment is for.

Weekly Updates

The school sends out a 'Weekly Update' every Friday. This includes highlights to share, as well as information about upcoming events.

Calendar of Events and Term Dates

At the beginning of each term, a calendar of events will be sent to parents by ParentMail, including educational visits, class-led assemblies and PTA activities. Term dates will also be available to view on the school website.

School Website

Please visit our school website regularly at www.st-elizabeths.richmond.sch.uk. The school website provides up-to-date school information, including term dates, the calendar of events and newsletters.

Appointments with Teachers

If you would like to discuss your child's progress and development, or any other matter, please speak to your child's class teacher to arrange an appointment, which can be on the telephone or in person. Class teachers would appreciate it if appointments are made after school rather than in the morning when they are preparing for the school day. You can also contact the school office with your request; they will liaise with the class teacher to confirm your appointment.

Following your meeting with the class teacher, if you feel you would like to discuss the matter with more senior members of the teaching staff or with the Headteacher, please liaise through your class teacher or contact the school office.

Parent and Teacher Meetings

Parent and Teacher meetings to discuss your child's progress are held each term and a formal written annual report is produced at the end of the Summer Term.

Class Information Sessions for Parents

In the Autumn term, each class teacher leads a class information session to inform parents of what their children will be learning that year. Details of these are sent out via the termly dates. There are also parent workshops throughout the year.

Emergency Contact Details and Parental Consent

On the first day of each school year, parents will be asked to complete a form listing their contact details, including home and mobile telephone numbers. In the event of an emergency when neither parent can be reached, parents will also be asked to nominate two emergency contacts who can be responsible for the child. If your contact details change, please inform the school immediately.

In addition, parents will be asked to complete and sign an Emergency Action Consent Form on the back of the form which permits the school to take appropriate action in the event of an emergency.

Parental consent is also requested for children to be photographed or filmed.

Family Circumstances

Should there be any change in family circumstances that may unsettle or affect your child's learning at school, please speak to your child's class teacher so that we can offer suitable support.

Pupil Premium

The Pupil Premium grant is funding provided to schools to help all pupils reach their full potential, regardless of their background or financial situation.

Pupils may be eligible if they:

- Are registered for Free School Meals.
- Have been registered for Free School Meals at any point since May 2011.
- Are, or have been, in the care of the Local Authority.
- Have parents in the armed forces.

Please contact the school if you have any questions about Free School Meals and the Pupil Premium. We can provide you with the forms and help you to complete them if you would like.

The government's website has information about who is eligible for Free School Meals, as well as information on how to apply: <https://www.gov.uk/apply-free-schoolmeals>

Food and Drink at School

School Meals

We offer all children a hot school meal at lunchtimes. The meals are cooked on our school site using fresh ingredients by cooks from the school catering company ISS.

Children in Key Stage 1 are all currently entitled to a free two course meal (main course and dessert) as part of a government initiative.

For Key Stage 2 children, please check the cost and menu with the school office. This should be paid either half-termly or termly in advance.

Provision is also made for children who bring a packed lunch. We ask that you do not give your child a glass bottle or can. Drinks for packed lunches should either be in a re-usable plastic bottle or flask. We have a number of children with food allergies in school and for this reason we ask that all packed lunches be nut free. Please also avoid giving your child sweets, chocolate or crisps in packed lunches.

If you wish for your child to change from school lunch to packed lunch, a two-week written notice period is required.

Morning Snack

Children in Key Stage 1 are given a piece of fruit or vegetable at morning break-time.

Children in Key Stage 2 may bring their own piece of fruit for a break time snack.

Water

We encourage children to bring water into school in a named, re-usable plastic bottle which will be kept in the classroom. We ask that water bottles have sports caps to prevent spillage. Additionally, there are water fountains in both the Infant and Junior playgrounds which the children may use.

Birthdays

In school, we sing 'Happy Birthday' to all children in Assembly and we also give them a special school birthday sticker. We do not allow parents to send in sweets or treats to distribute to children in class as we have a number of children with allergies. We also find this practice to be very time consuming.

Medical Matters

Mrs Meade, the school welfare assistant, looks after children if they have medical conditions. The majority of our school staff hold either the 1 day Emergency First Aid or the 2 day Paediatric First Aid Certificate. If your child has a long standing medical condition which requires medication to be held in school, you will need to complete a Health Care Plan which is reviewed annually.

Injury at School

The school will always contact parents if an injury is more than superficial, therefore the school must always have up-to-date information with regard to where parents may be contacted in an emergency. Accidents are documented in the School Accident Book.

If a child receives a bump to the head, the school will always attempt to telephone a parent/carer to notify them. The child will wear a bracelet, and a member of staff will inform the person collecting the child at the end of the day.

Illness

If your child is ill and/or on medication, they should normally be kept at home. If they are fit for school and still need medication, this may only be administered by a staff member if a written request is made, and parents take full responsibility.

Should your child experience diarrhoea or vomiting due to a gastric related infection, they should remain at home until 48 hours has passed after the last instance.

Medication

Any medicines must be clearly labelled with the child's name and dosage, and handed to the school office by an adult. Children may never bring medicines into school, on their person or in their own bags.

Asthma

If your child suffers from asthma, you will need to complete a Health Care Plan providing details of your child's asthma condition. We request that your child keeps an inhaler in school specifically to be used during school hours. We ask that such inhalers are clearly labelled and handed by the parent to Mrs Meade who supervises their use.

Head Lice

Head lice are very common in primary age children. Please check your child's hair regularly for head lice and treat if necessary.

Sunscreen

When appropriate, please ensure that your child comes into school wearing sunscreen as they will be outside during the school day.

Allergies

Please notify the school in writing of any allergies or food intolerances.

Further information regarding medical matters can be found in the following school policies which are available on the school website or from the school office:

Supporting Children with Medical Conditions Policy

Health and Safety Policy

Parent Community

Parent-Teacher Association

We have an active PTA at St Elizabeth's and all parents are welcome to join. Parents are encouraged to support our work in school, and come together for social occasions. Our PTA provides many valuable amenities for the school: books, computer equipment, outdoor materials etc., and runs many successful events.

Class Representatives

At the beginning of each school year, a request is made for Class Representatives to help co-ordinate PTA activities on behalf of the class. It is a valuable role to fulfil for the school and a good opportunity to meet other parents. Class Representatives will contact parents by email informing them of upcoming PTA activities and they will coordinate class social activities. Parents are invited to give their email address to the PTA for the purpose of communication.

Social Media

At the beginning of each school year Class Representatives will set up a class-specific communication group using social media such as WhatsApp. This communication group is a useful source of information sharing and provides support to both families and school. As such, all opinions and behaviour should reflect the values of the school.

Personal information about staff and pupils must not be shared in social media groups. This can include sharing details of one-to-one conversations with teaching staff. Any information about children or staff gathered when in school as a parent helper should be considered as confidential information. Class Representatives will be asked to remove any parent who does not abide by this code of conduct.

Parents must not share photos of children other than their own on social media.

If you have any queries or concerns please contact the school to arrange to speak to a member of staff. If you have any safeguarding concerns about a child please ask to speak to Miss Thomas, Designated Safeguarding Lead, or Mrs Hines, Deputy Designated Safeguarding Lead.

Mobile Phones and Photography

Parents are not allowed to take photographs and videos on school grounds or in the building. Exceptions to this are school productions and sports days. On these occasions please take care to focus on your own child. Please do not post any photograph with another child/ren other than your own on any social media site.

We ask that mobile phones are kept in your bag, out of sight, if you are helping in school.

Parent Helpers

The school welcomes and encourages parent helpers to assist in all classes. Requests from the teacher may include reading with children or administration tasks.

If you would like to help in the classroom, please liaise with Mrs Diver, Deputy Headteacher. To ensure there is a parent helper for each day of the week, parents are asked to commit to a regular day weekly/fortnightly as part of a rota of parent helpers. Parent helpers will be subject to a Disclosure Barring Service check and must sign the visitors' book in the school office on every occasion before entering the classroom. A visitor badge must be worn and mobile phones must be switched off at all times whilst on school premises.

At the beginning of each year, parent helpers will be given a 'Code of Conduct' agreement which outlines the need for confidentiality, professional behaviour and safeguarding procedures.

Parents are also able to assist on an ad hoc basis, such as accompanying a class on an educational visit or a sporting event.

Parent helpers on school visits will be asked to sign a code of conduct before each visit.

Food and Drink

We ask that parents do not bring coffee cups and other items of food and drink into the school building.

Assemblies

Twice a year each class has an assembly to which parents are invited. These are times of prayer and we ask for silence when the children enter the hall. Photography, filming or use of mobile phones is not permitted.

School Privacy

The General Data Protection Regulation came into force in May 2018 and gives individuals the right to know what personal data is held by organisations, what it is used for and who it is shared with. St Elizabeth's is compliant with this legislation.

Our school privacy notice can be found on the school website, or a hard copy can be requested from the school office.

School Governance

The Governing Body

The Governing Body performs a critical role in school leadership. Governors are responsible for the strategic management of the school, as well as defining the priorities for implementing new initiatives. Governors also have a role in monitoring school progress and performance, as well as agreeing school policies. Further information about our School Governors can be found on the school website.

The School Council

St Elizabeth's School Council is a representative group of pupils that have been elected by their peers to represent pupils' views, raise issues and suggest changes by working with the teachers, senior managers and governors of the school. The School Council is the voice of the children and it is their role to speak out, and to discuss and highlight concerns and issues that children may feel need to be addressed.

School Policies

There are a number of policies that the school adheres to at all times. The policy documents are available to view on the school website or by request from the school office.

Child Protection/Safeguarding Officer

The school has a legal and moral obligation to notify the authorities of any concern over a child's welfare and adheres to the guidelines defined by the London Borough of Richmond upon Thames.

From September 2020:

The School Designated Safeguarding Lead is Miss S Thomas.

The Deputy Designated Safeguarding Lead is Mrs J Hines.

The School Governor for Safeguarding and Child Protection is Mr Paul Webb.

The Vice-School Governor for Safeguarding and Child Protection is Fr Tom Scannell.

Complaints

The school will make every effort to address a parent's concern in order to find a resolution. In the event that you are unable to resolve your concern with a member of teaching staff, please refer to the Complaints Procedure Policy document that is available to view on the school website or by request.

School Inspection Reports

The most recent school inspection reports are available to view on our school website, including the Section 48 Inspection Report by the Education Commission, Catholic Diocese of Southwark and the Ofsted Inspection Report.

St Elizabeth's School Fund

Since its launch, we are pleased to say that our School Fund has been well received by our parent community. The School Fund enables us to make significant enhancements to our school, both inside the classroom and to our school grounds. With parent contributions, we are able to create a safe and vibrant learning environment for our pupils.

As a Voluntary Aided Catholic School, St Elizabeth's has to contribute 10% towards the improvement of our school buildings and premises. We are therefore very much reliant on the generosity of parents to ensure that there is sufficient money for ongoing improvements, as well as for longer term school development.

We kindly ask all families to contribute £10, £20, £30, £50 or more per month by Standing Order into the School Fund. Of course, the school understands that every family situation is unique and parents may contribute any amount and every donation is greatly appreciated. If you are a UK tax payer, please also complete the Gift Aid Declaration form as this will enable the school to reclaim 25p tax for every £1 that is donated.

Every parent's contribution is important and serves as a direct investment in the school which will directly benefit every child. Each year, the governors inform parents of where the funds have been allocated and share details of the school initiatives made possible from parent contributions.

If you would like to contribute to St Elizabeth's School Fund, please complete the Standing Order Form that is available from the school office. If you wish to have further information on the School Fund, please speak with Mrs Kate McKenna, Finance Officer, who will be very happy to assist. Alternatively, a one-off donation can be made to the School Fund which is gratefully received.

On behalf of the Governing Body, we thank you sincerely for your generosity.

Our School Community

A People Place – Home and School

*If this is not the place where tears are understood,
where do I go to cry?*

*If this is not a place where my spirits can take wing,
where do I go to fly?*

*If this is not a place where my questions can be asked,
where do I go to seek?*

*If this is not a place where my feelings can be heard,
where do I go to speak?*

*If this is not a place where you accept me as I am,
where can I go to be?*

*If this is not a place where I can try to learn and grow,
where can I just be me?*

By William J Crocker