

## St Wilfrid's C of E Primary School

# A-Z Handbook for Parents and Carers



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## A-Z Handbook for Parents and Carers

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### Introduction

Welcome to our St Wilfrid's [A-Z Handbook for Parents and Carers](#) which we hope you will find useful and answer any questions you may have when your child first starts school. If you are a parent or carer, whose children have been with us for a while, then we hope that this will act as a handy reference. If you cannot find the answer to your query within this guide, please visit the school website where more information is available. Please call the school office should you require further details or information.



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## Attendance and absence

### Illness

If your child is ill and unable to attend school, please notify the school office. This can be done via the ParentMail app, by calling 01444 413707 and leaving a message on our answerphone, alternatively by note or in person by 9.00am. We need notification on the first and each subsequent day of absence. If we do not receive notification, we follow this up immediately to assure the child's safety. We are required by law to record any unauthorised absences so if we are not in receipt of the reason for a child's absence, this will be recorded as unauthorised.

### Medication

Medicine should only be brought to school if it is essential for your child to take it during the school day. Parents may call into school and personally administer the medicine or request that a member of school staff administers it to their child. When school staff administer medicines, the parent must supply the medicine in the original pharmacist's container to the School Office and complete a 'Request for school to administer medicine' form obtainable from our website [here](#) or from the School Office.

### Appointments

Please try to schedule medical appointments out of school time whenever possible. If your child needs to attend an appointment in school time, please complete a request form and send it into school in advance, for authorisation. The form can be downloaded from our website [here](#) or collected from the office.

**Holidays and days out.** Please note that there is no entitlement to absence for the purpose of holidays, day trips, visiting relatives, or birthday treats etc and they will only be authorised in exceptional circumstances. For all absences, other than illness, please complete a request form and send it into school in advance, for authorisation. The form can be downloaded from our website [here](#) or collected from the office.

## Behaviour and discipline

Please visit our website to read our Behaviour Policy, which can be found [here](#).

## Church Links

We are blessed to have the support of the three Church of England churches in Haywards Heath, along with their communities and clergy:

- St Wilfrid's Church: Fr Ray Smith - [www.stwilfridshaywardsheath.org.uk](http://www.stwilfridshaywardsheath.org.uk)
- St Richards Church: Fr Chris Brading - [www.strichards.co.uk](http://www.strichards.co.uk)
- The Ascension Church: Rev Martin Jones - [www.ascensionchurch.co.uk](http://www.ascensionchurch.co.uk)



Collective worship is a fundamental part of our school life and we benefit from having clergy lead worship regularly during the school year. Our pupils take part in various services at St Wilfrid's Church such as nativity and carol services where parents/carers and grandparents are welcome to attend. Our Year 6 children attend one church a term during the year for a Eucharist service. We welcome visitors from other local churches who contribute to our school life.

## Concerns and Complaints

We hope that you will not have any concerns but if you do, we believe that most concerns/complaints can be sorted out at an early stage. You should first talk with your child's teacher at the earliest opportunity so that any worries or anxieties can be overcome. All complaints will be taken seriously and dealt with fairly and confidentially. Details of our complaint's procedure can be found on our website.

## Contact details

Our school address and contact details are as follows. Please note that the school office is open from 8:35am to 4:00pm.

St Wilfrid's Church of England Primary School  
Eastern Road  
Haywards Heath  
West Sussex  
RH16 3NL

Telephone: 01444 413707

Email: [office@stwilfrids-hh.school](mailto:office@stwilfrids-hh.school)

Website: [www.stwilfrids-hh.school](http://www.stwilfrids-hh.school)

## Communication

We send newsletters for Early Years Foundation Stage (EYFS)/Key Stage 1 (KS1) and Key Stage 2 (KS2) on a monthly basis via the ParentMail app. All other news is communicated via ParentMail. If you have a query that is not answered within this guide, nor on the website, please talk to your child's class teacher. They may refer your enquiry on to a senior teacher or the Headteacher if appropriate. You may also communicate by writing a note in your child's home/school diary, which is read and checked every day. For all other issues, please contact the school office who can direct your query to the relevant person. Below is a guide highlighting the best points of contact for common queries:

Frequently asked questions about	Who you need to talk to
Class activities, lessons, homework	Your child's class teacher
Payments	<a href="mailto:office@stwilfrids-hh.school">office@stwilfrids-hh.school</a>

School trips	office@stwilfrids-hh.school
Uniform, lost and found	office@stwilfrids-hh.school
Attendance and absence requests	To report an absence call school office
Bullying and behaviour	Your child's class teacher
School events/school calendar	office@stwilfrids-hh.school
Special educational needs/inclusion	Mrs Russell via office@stwilfrids-hh.school
Before and after school clubs	office@stwilfrids-hh.school
Hiring the school premises	Mr Steve Miles, Bursar
Friends of St Wilfrid's (FOSW)	office@stwilfrids-hh.school

## Curriculum

We follow the national curriculum and enhance this where possible with activities such as forest school. For information on the curriculum for your child's year please visit the website [here](#).

## Eco Warriors

We want to empower our pupils to lead change and our eco warriors programme provides an opportunity for them to grow. We know that our pupils have high values and care about the environment around us. Our eco warriors help make our school more environmentally friendly. Each year a new group of children are elected by their peers to represent them on the eco committee.

## Friends of St Wilfrid's

The Friends of St Wilfrid's School (FOSW) is made up of parent/carers volunteers who help fundraise to provide additional facilities for the school etc which are not normally provided by the Local Education Authority. Parents and carers of pupils at the school automatically become full members of FOSW. During the school year FOSW organise a Christmas fair and summer fair which are great fundraisers but also a wonderful opportunity for our community to get together. For more information, please visit the FOSW section of our website.

## Forest School

We are fortunate to have large grounds and a wonderful woodland area for the children to enjoy, and we run our Forest School sessions here. Forest school is an innovative educational approach to outdoor play and learning, that encourages and inspires children through positive outdoor experiences. The benefits of nature



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upon children's wellbeing and mental health has been proven and are both physical and reflective. Children are given time to explore their thoughts and feelings, which enables them to develop their understanding of their environment engaging their emotions, imagination, and senses. Forest school sessions are led by teachers and we welcome parent volunteers to help with the sessions. Children wear own clothes suitable for outdoor play.

## Governing Body

Our Governing body is responsible for overseeing many of the strategic decisions of the school and supporting the Headteacher and staff. For more information about our governors and the role of the Governing Body, please visit the [Governors](#) section of our website. Our Chair of Governors is Mrs Jill Garraway. If you wish to contact the governors, please email: [governors@stwilfrids-hh.school](mailto:governors@stwilfrids-hh.school)

## Houses and House points

We have four school "houses": red, blue, yellow and green, and children are allocated to a "house" when they join the school. House points are awarded to children in recognition of their effort or for positive behaviour following our values such as being caring, polite, thoughtful, and sharing.

## Meals

All children in EYFS and KS1 are entitled to 'Universal Infant Free School Meals'. Some children in KS2 are also entitled to free school meals (information about who qualifies and how to claim is available in the pupil premium section of our website [here](#)). Meals are supplied by Chartwells; the menu and further information about how to order can be found at [westsussex.mealselector.co.uk](http://westsussex.mealselector.co.uk)

Packed lunches may be brought to school. We encourage you to send in a packed lunch which will fit in with our 'Healthy School' policy of teaching children the importance of a healthy, nourishing diet.

*\*Please note that no nuts or eggs are permitted due to child allergies in school.*

## Pupil Premium

The pupil premium is a grant given by the government to schools in England to decrease the attainment gap for the most disadvantaged children. Pupil Premium is an important payment for schools and is a good opportunity for eligible parents to get even more support for their children in school. Please visit the [Pupil Premium](#) area of our website for more information about how to access Pupil Premium Funding.

## School Closure (inclement weather or emergency)

In any situation where the school has to close or opening times need to change, we will inform you via ParentMail and update the homepage of our website with this



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information. Details will also be announced on the following local radio stations, and published on their websites: Radio Sussex, Heart, and More Radio.

## School clubs, wrap-around care and holiday clubs

### School clubs

We offer a wide range of clubs that take place before and after school, and during lunchtimes. These include choir, gymnastics, yoga, football, netball, tennis, basketball, Dance Matz, Karate, Lego club and many more!

We try not to cancel after school clubs and will only do so if necessary. If a club is cancelled on the day, you will receive a ParentMail. For clubs led by a teacher, if you are unsure whether a club will run due to bad weather, you can enquire by phoning the office after 2pm. Clubs run by an outside provider will go ahead regardless of the weather as they will transfer indoors. For more information about clubs, please visit the school club's section of our website [here](#), where you will find the current club booking form.

### Wrap-around care

'Treetops' are our wrap around care provider. Run by a dedicated team of professional childcare experts who have extensive childcare knowledge, childcare qualifications and all staff are DBS checked. Independently Ofsted registered they provide high quality and affordable childcare for working parents held within our school environment. They provide an onsite breakfast and after school club. Sessions can be booked on a regular basis or ad hoc sessions, as and when you require them. Timing and cost of session are:

Breakfast sessions:        7am to school time - £7.50 a session  
                                     8am to school time - £4.00 a session

After school sessions:    3.20 to 5.00pm - £11.00 a session  
                                     3.20 to 6.30pm - £14.50 a session

Further details can be found on our website [here](#) or [www.treetopclubs.co.uk](http://www.treetopclubs.co.uk)

### Holiday and half-term clubs

Details of all holiday and half-term clubs can be found on our website under the parents tab.

## School Crossing

Before and after school Mrs Harwood, our School Crossing Patrol Officer is on duty to help children and families cross Franklin Road safely. She is on duty between 8:30am to 9:00am in the morning and between 3:20pm and 3:40pm in the afternoon.

If for any reason Mrs Harwood cannot patrol the crossing, parents/carers will be informed by text message that the crossing is not being staffed.



## School trips

We enhance the children's experience of learning through school trips and inviting special visitors to the school. Since the school budget cannot bear the complete cost alone, we request a yearly voluntary contribution (£30 per child) from parents and carers so that we can continue to offer these activities.

To make this less stressful and more financially manageable, the contribution can be paid in one go or in instalments via ParentMail +Pay, from as little as £5 a time. If you would like to spread the cost even more, please speak with the school office as they can assist you to pay what you can when you can. The contribution covers all trips, visitors and exceptional resources beyond the normal budgeted materials required. The only year groups who are asked to pay for anything else are Years 5 and 6 as they have residential trips, and year 4 for swimming.

## School Mascot

Our school mascot 'Wilf' loves St Wilfrid's and enjoys assisting Mr Hateley with assemblies and other activities during the school day.



One of Wilf's favourite things to do is visit the school children in their classrooms.

He is looking forward to meeting all the new children and learning with them.

## Shows and Production

Our KS1 pupils perform a nativity play each year and our KS2 pupils put on a production in the summer term. We welcome parents, carers and grandparents to visit and watch these performances.

## Social Media

We use Twitter to share news about our school. You can find us by using [@stwilfshh](https://twitter.com/stwilfshh)

## Special Educational Needs and Disability (SEND)

We endeavour to be fully inclusive and value each child as an individual. We work with families to ensure positive and happy outcomes for everybody. Our Inclusion Manager, Mrs Emma Russell, has responsibility for children with SEND. For further information, please visit the SEND section of our website.



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## Term dates and Inset days

Term dates and inset days can be viewed on our school website.

## The School Day

Timings of the school day can be seen below

Time	EYFS & KS1 (YR – Y2)	KS2 (Y3 – Y6)
08.35	The gates for both playgrounds are open. Please use the main gate if the infant gate is closed	
08.50	Doors are open for all pupils to enter	
08.55	Doors and gates close. Children arriving after this time should enter via the front office	
09.00	Registration (all classes)	
10.40 – 11.00	Break time	
11.00 – 11.20		Break time
12.00 – 13.00	Lunch and play time	
12.35 – 13.35		Lunch and play time
Mid afternoon	Teachers assess whether children need an outside play break	
15.20	School day ends	

Pupils learn social skills in their playtime and are expected to play outside unless the weather prevents this, so please ensure your child has a suitable coat for chilly or damp days. We provide some equipment for them to use and have play leaders and peer mediators to assist, and to support children involved in any squabbles should they occur.

## Uniform, PE kit, jewellery and hair policy

### Uniform

We believe that wearing school uniform encourages a sense of belonging and a pride in our school community and we want our pupils to take pride in their appearance. Please ensure all items of clothing are named. Named lost property will be returned promptly but the school cannot be held responsible for items that are unmarked. Our school uniform can now be purchased through an online store with



our supplier, Price and Buckland. Please click [here](http://www.pbuniform-online.co.uk/stwilfrids) to access the school page or visit: [www.pbuniform-online.co.uk/stwilfrids](http://www.pbuniform-online.co.uk/stwilfrids)

The school uniform list is detailed as follows:

- St Wilfrid's sweatshirt or cardigan
- White polo shirt
- Grey skirt, tunic or divided grey skirt, grey trousers or shorts
- White/grey socks or navy blue/grey tights
- Navy blue and white dress (summer term and the first half of the autumn term)
- Sensible black shoes (no boots or trainers)

### PE and Games kit

Please ensure your child's PE kit is placed in a clearly named drawstring bag. This will be kept at school on your child's peg and returned at the end of each half term for washing. The PE kit required is as follows:

- St Wilfrid's t-shirt
- Navy shorts or skirt
- Black plimsolls (or trainers in KS2)
- Navy tracksuit and trainers (for us in KS2 only)
- Football boots—optional (no metal studs or blades)
- Swimming costume and towel (Y4 only)

### Jewellery

For both health and safety and security reasons, we prefer children not to wear jewellery at all in school. However, children are permitted to wear a simple stud earring in each ear, which must be removed for all PE lessons. If your child is unable to do this independently, earrings should be removed before school on the day your child has PE. No member of staff is allowed to help children remove their earrings. The only other permitted jewellery is a watch.

### Hair guidelines

Children with long hair (at or below shoulder length) should wear it tied up with either a blue or black hair band or scrunchie. Children should not attend school with coloured, character or sparkly hair accessories.

## Vision and Values

### Vision

At St Wilfrid's we value every child in our care and aim for them to be the best that they can be, and this is evidenced by living out our vision and values daily.

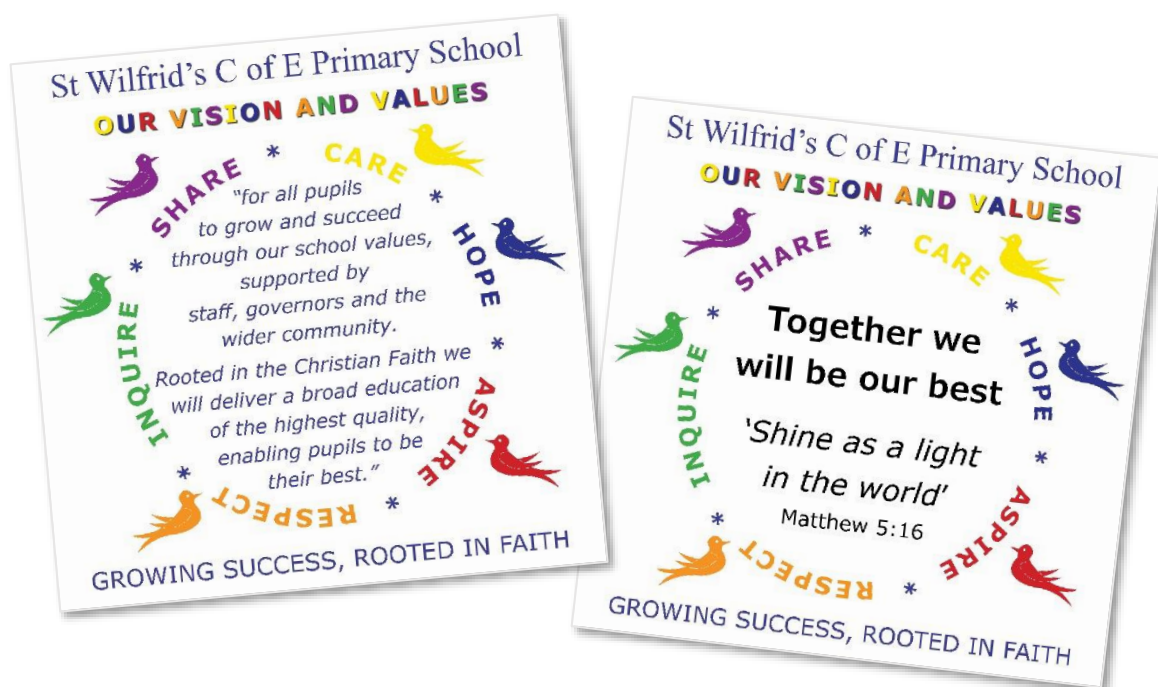


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Our aim is for all our pupils to be the best that they can be. We hope that by living out our values, supported by staff, governors and the wider community they will thrive. We will deliver a broad education of the highest quality, rooted in the Christian faith enabling all pupils to succeed.

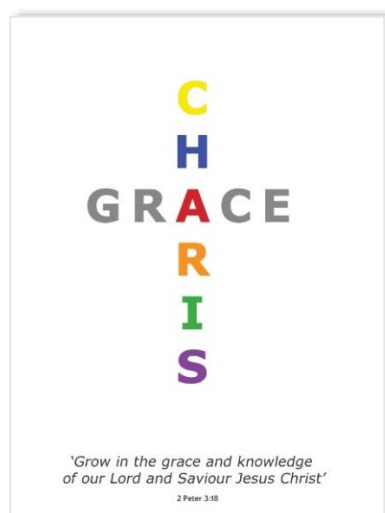
Our school vision is below along with a distilled version that we use within school so that all our children understand that by working together we can be our best.



## Charis

The first letter of each of our values come together to create the word CHARIS which is the biblical word for grace. Our Values guide us to work together to be our best and to grow in gifts and grace.

'Grow in the grace and knowledge of our Lord and Saviour Jesus Christ.' 2 Peter 3:18



## Values

Our school values are lived out within the school daily.



## British Values

In accordance with The Department for Education we aim to actively promote British values in our school to ensure that our young people leave school prepared for life in modern Britain. The 'Fundamental British values' comprise:

- democracy
- the rule of law
- individual liberty
- mutual respect for and tolerance of those with different faiths and beliefs, and for those without faith.

## Volunteers

We are extremely fortunate to have volunteer helpers and welcome any parents, carers or grandparents who would like to get involved. All volunteers have an enhanced DBS check and are given guidelines to help them and our pupils remain safe. Should you wish to join our team of volunteers, please let your child's class teacher know and contact the school office for more information.

