



**GROWING SUCCESS  
ROOTED IN FAITH**

**St Wilfrid's CofE Primary School**  
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Head: Simon Hateley

## **AN A-Z FOR PARENTS AND CARERS**

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### **Introduction**

Welcome to the St. Wilfrid's handbook! Inside you'll find an A-Z of information, which we hope will answer any questions you might have when your child first starts with us. 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 in this guide, please visit the school website, where much more information is available.

Many thanks

Simon Hateley

Head

### **Attendance and absence**

#### **Illness**

If your child is ill and unable to attend school, please notify the school office (by calling and leaving a message on our answerphone, via the ParentMail app, by note, or in person) by 9.00am on the first, and each subsequent, day of absence.

If we do not receive such 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 either 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 the School Office.

## Appointments

Please try to schedule medical appointments out of school time whenever possible. If your child needs to keep an appointment in school time, please complete a request form (see below).

## 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](#) or collected from the office.**

## Behaviour and discipline

Please visit our website to read our [Behaviour Policy](#).

## Communication

We send newsletters for EYFS/KS1 and KS2 on a monthly basis via the ParentMail app. All other news is communicated via ParentMail as required.

If you have a query that is not answered within this guide, nor on the website, please talk to your child's class teacher in the first instance. They may then refer the 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 office on [office@stwilfrids-hh.school](mailto:office@stwilfrids-hh.school) who can direct your query to the relevant person. The School Office is open from 8:35 a.m. until 4:00pm.

Below is a handy guide, highlighting the best points of contact for common queries:

<b>I have a question about...</b>	<b>Who you need to talk to</b>
<b>Class activities/lessons/homework</b>	Your child's class teacher
<b>Payments</b>	<a href="mailto:Office@stwilfrids-hh.school">Office@stwilfrids-hh.school</a>
<b>School trips</b>	<a href="mailto:Office@stwilfrids-hh.school">Office@stwilfrids-hh.school</a>
<b>Uniform/lost and found</b>	<a href="mailto:Office@stwilfrids-hh.school">Office@stwilfrids-hh.school</a>
<b>Attendance and absence requests</b>	For reporting absence, please call: 01444 413707. To request approval for term-time absence, please contact the School Office
<b>Bullying and behaviour</b>	Your child's class teacher
<b>School events/the school calendar</b>	<a href="mailto:Office@stwilfrids-hh.school">Office@stwilfrids-hh.school</a>
<b>Special educational needs/inclusion</b>	Emma Russell
<b>Before and after-school clubs</b>	<a href="mailto:Office@stwilfrids-hh.school">Office@stwilfrids-hh.school</a>
<b>Hiring the school premises</b>	Steve miles/sbm
<b>The 'Friends of St. Wilfrid's' (PTA)</b>	<a href="mailto:Office@stwilfrids-hh.school">Office@stwilfrids-hh.school</a>

## **Friends of St. Wilfrid's**

The Friends of St Wilfrid's School (FOSW) charity fundraises to provide facilities for the school, which not normally provided by the Local Education Authority. Parents and carers of pupils at the school automatically become full members of FOSW. For more information, please visit the [FOSW](#) section of our website.

## **Governing Body**

Chaired by Jill Garraway, our Governing Body helps with the strategic running of the school and supports the Headteacher and staff. For more information about governors and the role of the Governing Body, please visit the [Governors](#) section of our website.

## **Midday 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 dinners (information about who qualifies and how to claim is available in the pupil premium section). Meals are supplied by Chartwells; the menu and further information about how to order can be found at <https://westsussex.mealselector.co.uk/>.

If preferred, 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 remember, no nuts or eggs are permitted due to allergies.

## **Pupil Premium**

The Pupil Premium is designed to ensure that funding to tackle disadvantage reaches the pupils who need it most. 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 schools. 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 be closed or opening times changed, we will inform you via ParentMail and update the homepage of our website with this 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, wraparound care, and holiday clubs**

### **School clubs**

At St. Wilfrid's, 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 unless very 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 2 p.m. 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 clubs](#) section of our website where you will find the current club booking form.

### **Wraparound care**

Treetops' has been providing the onsite breakfast and after school club at St Wilfrid's. As a provider, it clearly has the ethos, flexibility and pricing which places you and your children first. More

information can be found on the school [website](#) or at the Treetops website directly, <http://www.treetopsclubs.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 trips**

We enhance the children's experience of learning through school trips and by 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, then a saving card can be arranged through the school office allowing you to pay what you can, when you can.

This 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.

### **Special Educational Needs and Disability (SEND)**

At St. Wilfrid's, we endeavour to be fully inclusive to all our pupils. We value each child as an individual and want to work with families to ensure positive and happy outcomes for everybody. Our Inclusion Manager, Mrs Russell, has responsibility for children with SEND. For further information, please visit the [SEND](#) section of our website.

### **Term dates and inset days**

Term dates and inset days can be viewed on our school [website](#).

### **The school day**

#### **Timings**

	<b>EYFS &amp; KS1 (YR – Y2)</b>	<b>KS2 (Y3 – Y6)</b>
<b>8.35am</b>	The gates for both playgrounds open. Please use the main gate if the infant gate is closed	
<b>8.50am</b>	Doors open for pupils to enter	
<b>8.55am</b>	Doors and gates close. Children arriving after this time should enter via the front office. Registration by 9am	
<b>10.40am</b>	20 minute break time	
<b>11am</b>		20 minute break time for Y3 – Y6
<b>12noon – 1pm</b>	Lunch and play time	
<b>12.35pm – 1.30pm</b>		Lunch and play time
<b>Mid-afternoon</b>	Teachers assess whether children need another short play outside	
<b>3.20pm</b>	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 squabbles.

## Uniform, jewellery and hair policy

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.

The school uniform list is detailed below:

- St. Wilfrid's sweatshirt or cardigan – available from the School Office
- 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 (may be worn in the summer term and the first half of the autumn term)
- Sensible black shoes/ankle boots – no boots above the ankle please

### **P.E. and Games kit**

Please ensure your child's P.E 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 P.E kit required is:

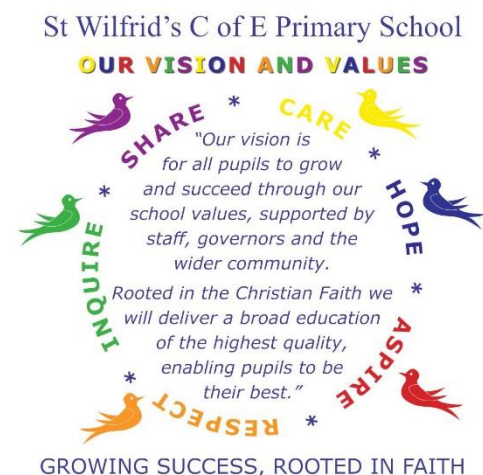
- St. Wilfrid's T-shirt– available from the School Office
- Navy Shorts / skort
- Black plimsolls (or trainers in KS2)
- Navy tracksuit and trainers—KS2 only
- Football boots—optional (no metal studs or blades)
- Swimming costume and towel (Y4 only)

### **Jewellery and Hair policy**

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 within school is allowed to help children remove their earrings. The only other permitted jewellery is a watch.

Children with long hair (at or below shoulder length) should wear it tied up.

## Vision and values



Care Hope Respect Inquire Share

At St Wilfrid's, the CHARIS (Charis is the Greek word for grace) values strengthen our understanding of God's love for us and his world. They encourage us to live out the vision of our school so that we may all grow in gifts and grace.

At St Wilfrid's, we **care** for those around us and our precious world. We show forgiveness and are kind to each other.

At St Wilfrid's, we live with **hope**. We have the courage to meet the opportunities and challenges of the future, secure in God's love for us.

At St Wilfrid's, we **aspire** to be our best, through having high expectations of ourselves. We grow in our successes and learn from the obstacles we overcome.

At St Wilfrid's, we **respect** each other as individuals for both our similarities and differences. Our compassion shows the value we place on every member of our school community and for the wider world.

At St Wilfrid's, we **inquire** about God's varied and wonderful world. We learn through exploration and questioning as we grow in understanding.

At St Wilfrid's, we **share** our joy in learning, our faith and our knowledge with each other. We work together for the benefit of all in our community and beyond.

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