

# **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 starts at our 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, more information is available on our website. Alternatively, please call the School Office on 01444 413707 where Mrs Webster and Mrs Atkin will be happy to answer any questions you may have.

## Attendance and Absence

### Appointments

Please try to schedule medical and dental appointments out of school time whenever possible. If your child needs to attend an appointment in school time, please complete an absence request form and send it into school in advance, for authorisation.

The form can be completed by clicking on the following link [Request for absence form](#).

### 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... Absence 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 completed by clicking on the following link [Request for absence form](#).

### Illness

If your child is ill and unable to attend school, please notify the School Office by 9.00am. This can be done by calling 01444 413707 and leaving a message on our answerphone, emailing [absence@stwilfrids-hh.school](mailto:absence@stwilfrids-hh.school) or using the link sent in the 'Reporting an absence' message on SchoolPing.

We need notification on the first and each subsequent day of absence. If we do not receive notification from you we contact you to assure the child's safety.

We are required by law to record all absences, if we are not in receipt of a reason for the child's absence, this will be recorded as unauthorised.

## Behaviour and Discipline

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

## 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 Edward Pritchett - [www.stwilfridshaywardsheath.org.uk](http://www.stwilfridshaywardsheath.org.uk)
- St Richard's 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.

Year 6 children attend church every term for a Eucharist service.

We also welcome visitors from other local churches who contribute to our school like.

## 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 [here](#).

## Contact Details

Our school address and contact details are as follows. Please note that the School Office is open from 8:30am 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 use SchoolPing to communicate with parents and carers, the best way to view messages are from the app which can be downloaded onto any smartphone. Monthly newsletters are sent via SchoolPing and also displayed on our website.

If you have a query that is not answered within this guide, or on the website, please talk to your child's class teacher. They may refer your query to a senior teacher or the Headteacher if appropriate.

## St Wilfrid's C of E Primary School

You can also communicate by emailing the year group teachers:

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

[Year1@stwilfrids-hh.school](mailto:Year1@stwilfrids-hh.school)

[Year2@stwilfrids-hh.school](mailto:Year2@stwilfrids-hh.school)

[Year3@stwilfrids-hh.school](mailto:Year3@stwilfrids-hh.school)

[Year4@stwilfrids-hh.school](mailto:Year4@stwilfrids-hh.school)

[Year5@stwilfrids-hh.school](mailto:Year5@stwilfrids-hh.school)

[Year6@stwilfrids-hh.school](mailto:Year6@stwilfrids-hh.school)

Emails are 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
Absence requests	Call the School Office on 01444 413707 or click on <a href="#">Request for absence form</a> to complete a form
Attendance – illness	Call the School Office on 01444 413707 and leave a message or email <a href="mailto:absence@stwilfrids-hh.school">absence@stwilfrids-hh.school</a>
Bullying and behaviour	Your child's class teacher
Class activities, lessons, homework	Your child's class teacher
Friends of St Wilfrid's (FOSW)	<a href="mailto:FOSW@stwilfrids-hh.school">FOSW@stwilfrids-hh.school</a>
Hiring the school premises	Email Mr Steve Miles, School Business Manager at <a href="mailto:office@stwilfrids-hh.school">office@stwilfrids-hh.school</a>
Payments	Email <a href="mailto:office@stwilfrids-hh.school">office@stwilfrids-hh.school</a>
School trips	Email <a href="mailto:office@stwilfrids-hh.school">office@stwilfrids-hh.school</a>
School events/school calendar	Email <a href="mailto:office@stwilfrids-hh.school">office@stwilfrids-hh.school</a>
School clubs (before and after)	Email <a href="mailto:office@stwilfrids-hh.school">office@stwilfrids-hh.school</a>
Special educational needs/inclusion	Email Mrs Russell at <a href="mailto:office@stwilfrids-hh.school">office@stwilfrids-hh.school</a>
Uniform, lost and found	Email <a href="mailto:office@stwilfrids-hh.school">office@stwilfrids-hh.school</a>

## 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](#).

## Friends of St. Wilfrid's (FOSW)

Friends of St Wilfrid's (FOSW) is made up of parent and carer volunteers who, in conjunction with members of staff, help fundraise to provide additional facilities for the school which are not normally provided by the Local Education Authority. Parent and carers of pupils at the school automatically become full members of FOSW.

During the school year, FOSW organise a Christmas and Summer fair which are great fundraisers but also a wonderful opportunity for our community to get together. They also organise school discos which are very popular with the children. For more information, please visit the FOSW section of our website [here](#).

## 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 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 [here](#).

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 value such as being caring, polite, thoughtful, and sharing.

## Meals

All children in EYFS and KS1 are entitled to 'Universal Infant Free School Meals'. Children in KS2 can order a meal through our provider, Chartwells; the Steamplicity menu and information on how to order can be found at [westsussex.mealselector.co.uk](https://westsussex.mealselector.co.uk).

Children may also be entitled to benefit related free school meals. We encourage parents to apply, if you qualify the school will also receive funding to provide extra support with learning in the classroom and access to extra-curricular opportunities. (Information about who qualifies and how to claim is available in the Pupil Premium section of our website [here](#).)

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.**

## 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 available from the School Office.

## Play/Break Times

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 and a sunhat for hot, sunny summer days.

We provide equipment for children to use and play leaders and peer mediators to assist, and support children involved in any squabbles should they occur.

## Pupil Premium

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.

We encourage parents to apply, if you qualify the school will receive funding to provide extra support with learning in the classroom and access to extra-curricular opportunities.

Please visit the Pupil Premium area of our website [here](#) for more information about how to access Pupil Premium Funding.

## School Closure (Inclement Weather / Emergency)

In any situation where the school has to close or opening times need to change, we will inform you via SchoolPing 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

### Before and after school clubs

We offer a wide range of clubs that take place before and after school, and during lunchtimes. These can include choir, gymnastics, yoga, football, netball, tennis, basketball, cricket, 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 SchoolPing. 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.

For more information about clubs, please visit the 'School clubs' section of our website [here](#), where you will find the current club booking information.

### Holiday and half-term clubs

Details of local holiday and half-term clubs can be found [here](#) or on our website under the 'Parents' tab.

### Wraparound care

'Tree Tops' are our wrap around care provider run by a dedicated team of professional childcare experts who have extensive childcare knowledge and childcare qualifications. All staff are DBS checked and trained in First Aid.

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.

Session times are:

Breakfast sessions: 7am to school time and 8am to school time

After school sessions: 3.20 to 5.00pm and 3.20 to 6.30pm

For up to date session prices, please visit the Tree Tops website at [treetopsclubs.co.uk](http://treetopsclubs.co.uk).



## **St Wilfrid's C of E Primary School**

### **School Crews**

At St Wilfrid's, we value pupil voice and children have the opportunity to serve on our different children's groups – School Crew, Sports Crew, Eco Crew and Worship Crew.

### **School Crossing**

Mrs Harwood, our School Crossing Patrol Officer is on duty before and after school to help children and families cross Franklynn Road safely. She is on duty between 8:30am and 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, a SchoolPing will be sent to inform parents and carers that the crossing is not being staffed.

### **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 looks forward to meeting new children and learning with them.

### **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 ask for voluntary contributions 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 SchoolPing. 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.

Contributions cover residential trips, day trips, visitors and/or exceptional resources beyond the normal budgeted materials required.

### **Shows and Productions**

Our EYFS and KS1 pupils perform a nativity play each year and our Year 5 and 6 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 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 [here](#).

## Term Dates and Inset Days

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

## 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	

## 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 be purchased through an online store with our supplier, Price and Buckland. Please click here to access the school page or visit:

[www.pbuniformonline.co.uk/stwilfrids](http://www.pbuniformonline.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 & white dress (summer term & the first half of the autumn term)

Sensible black shoes or plain black trainers (no boots)

## 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.

## 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, alternatively, the child can place tape over their earrings. 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.

## PE Kit

On PE days, children should come to school wearing the St Wilfrid's PE kit. The PE kit required is as follows:

St Wilfrid's t-shirt

Navy shorts or skirt

Plimsolls or trainers

Navy tracksuit

Swimming costume & towel (Y4 only)

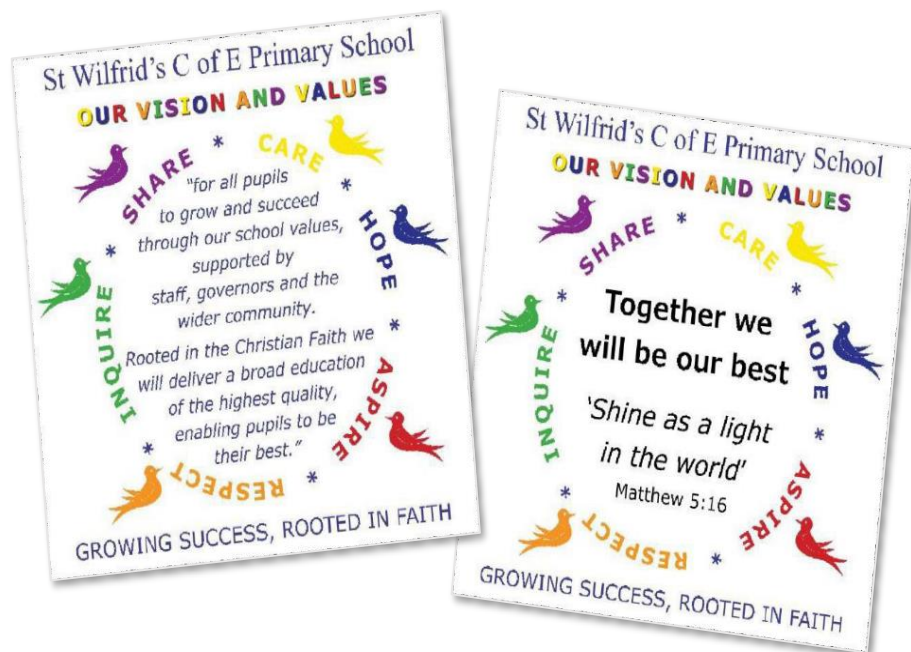
## St Wilfrid's C of E Primary School

### Vision and Values

At St Wilfrid's we value every child in our care and aim for them to be the best that they can be. We hope that by living out our visions and 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 and values are 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.

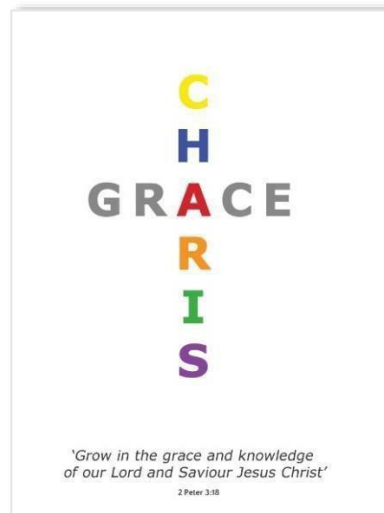


Our Values guide us to work together to be our best and to grow in gifts and grace.

OUR VALUES		
<p>We <b>CARE</b> for those around us and our precious world. We show forgiveness and are kind to each other.</p> <p><i>'Be kind to one another, tender-hearted, forgiving each other, just as God in Christ also has forgiven you.'</i> <b>Ephesians 4:32</b></p>	<p>We live with <b>HOPE</b>. We have the courage to meet the opportunities and challenges of the future, secure in God's love for us</p> <p><i>'May the God of hope fill you with all joy and peace as you trust in him.'</i> <b>Romans 15:13</b></p>	<p>We <b>ASPIRE</b> to be our best, through having high expectations of ourselves. We are thankful for our successes and persevere when we face obstacles.</p> <p><i>'...those who hope in the LORD will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.'</i> <b>Isaiah 40:31</b></p>
<p>We <b>RESPECT</b> 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.</p> <p><i>'Do to others as you would have them do to you.'</i> <b>Luke 6:31</b></p>	<p>We <b>INQUIRE</b> about God's varied and wonderful world. We learn through exploration and questioning as we grow in understanding, skills and wisdom.</p> <p><i>'Put all things to the test: keep what is good.'</i> <b>1 Thessalonians 5:21</b></p>	<p>We <b>SHARE</b> our joy in learning, our faith and our knowledge with each other. We work together to support our community and the common good.</p> <p><i>'Do not forget to do good and to share with others.'</i> <b>Hebrews 13:16</b></p>

The first letter of each of our values come together to create the word CHARIS which is the biblical word for grace.

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



## 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 of:

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.