



St Bartholomew's C of E Primary School

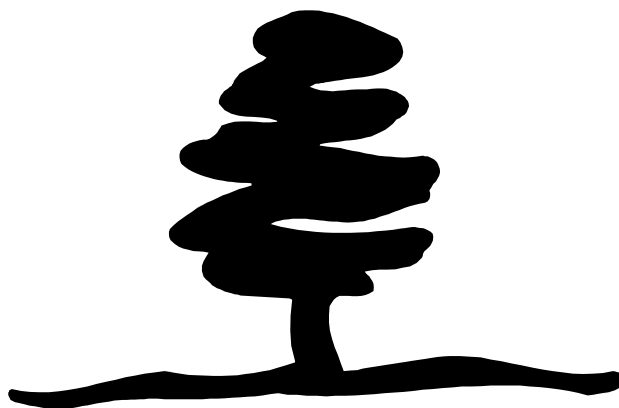
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Welcome to St Bartholomew's C of E Primary School



"If you have faith the size of a mustard seed, nothing will be impossible to you"

St Bartholomew's C of E Primary School

Headteacher Welcome



Dear Parent(s)/Carer(s),

I would like to extend a warm welcome to St Bartholomew's. I feel extremely proud that your child will be taking the first important and exciting steps in their education journey with us. We will work hard to ensure that during their time in school, they feel safe, happy and encouraged, to reach their full learning potential.

In this booklet, you will find general information needed to help you become familiar with our routines and procedures. There is also information about school uniform and equipment needed for school.

Please take the time to read the contents of this booklet.

I hope that it will support you and your child's transition into our school.

If you have any other queries, please do not hesitate to contact us at school.

Yours faithfully,

Mr A Clark
Headteacher

OUR VISION

A school at the heart of the community, which provides an exciting, challenging and supportive learning environment, where every child fulfils their potential.

OUR VALUES

The core values of our school are set out in a 'code'. We feel this applies to all members of our school community.



At St Bartholomew's, we aim to inspire all learners (children and adults) to 'give their best'.

OUR COMMUNITY

To maintain positive and effective partnerships between parents, carers and the community, and preserve and develop our religious character through working with the local churches.

We are a church school as well as being an integral part of the Quorn community and we strive to give our children the very best start to their education and lives.

OUR MISSION

To provide a high quality, nurturing and inclusive learning environment which promotes and celebrates high standards of progress and attainment in academic, sporting and creative learning as well as making a positive difference to everyone's mental health and well-being.

Our Daily Routine

Foundation Stage and Key Stage 1

8:30am	Classrooms are open.
8.35am till 11.45am	Registration and morning Session Children should be in their classroom by 8:35am for the start of registration. If your child does arrive late then please ensure that you sign them in at the school office along with arranging their lunch order.
11:45am-12:45pm	Lunchtime
12:45pm - 3:15pm	Afternoon Session
12:45pm – 2.00pm (Friday)	

Key Stage 2

8:40am	Classrooms are open.
8.45am till 12.15pm	Registration and morning Session Children should be in their classroom by 8:45am for the start of registration. If your child does arrive late then please ensure that you sign them in at the school office along with arranging their lunch order.
12.15pm till 1.15pm	Lunchtime
1.15pm - 3:25pm	Afternoon Session
1.15pm – 2.10pm (Friday)	

School Clothing and Equipment

School Uniform Policy

St Bartholomew's has a clear dress code which is designed to encourage belonging, pride, safety, security and respect.

Our main suppliers are Rosebuddies and Example Uniforms. Further information can be found on their websites :

www.rosebuddiesonline.co.uk

www.exampleschooluniforms.com

Our expectations

The school will permit reasonable adjustments to be made with specific medical and/ or disability needs, or on religious grounds.

All students and staff (*as per Staff Code of Conduct Section 10*) must adhere to the uniform/dress code. Students must wear full uniform for off-site activities and visits unless otherwise advised.

St. Bartholomew's Physical Education Policy states: - "We ensure that children participate safely in correct clothing" (*Health and safety issues in PE Section*).

Compulsory at all times*

	Foundation Stage to Year 5	Year 6
Sweatshirts, Cardigans	Royal Blue	Navy Blue
Polo Shirts	White or Royal Blue	White or Navy Blue
Sweatshirts and cardigans with the school logo on are available for purchase from a variety of outlets - we recommend, if possible, at least one logo'd sweater/ cardigan and polo shirt. Second hand uniform is available through regular sales (and/ or donations) at school.		

Shirt	White	White
Trousers / Shorts	Plain, black / grey uniform style (length of shorts to be appropriate for decency and comfort)	
Dress	Grey or black uniform style pinafore Dress Summer – blue school uniform style cotton dress	
Skirt	Plain, black / grey uniform style Knee length, straight (not stretchy)	
Socks	White / black / grey / navy socks (not patterned)	
Tights	White / black / grey / navy socks (not patterned)	
Headbands	Plain – no fancy head attire	

*Exceptions are permitted at the discretion of the Headteacher for example on birthdays or special themed days notified in advance.

Footwear

Black school style shoes or boots (leather or leather-effect, with no coloured markings or logos).
Trainers or plimsolls (no black soles) - for some aspects of PE, see below.

Items not permitted

Please note - the following are NOT permitted: hoodie (permitted for PE); coloured socks or tights; jeans or chinos; nail varnish / make-up; leggings - as part of main uniform; no trainers or plimsolls - apart from PE lessons; Jewellery - other than earrings, **see below**.

Jewellery

Earrings - one small stud or ring may be worn in each ear. These will be required to be covered during PE during the 6-week healing period only. After a 6-week healing period, children who are unable to take their own earrings out at school need to leave them at home on PE days - Please be aware: we are unable to support with removing earrings or putting them in.

Wrist watches are permitted – but will need to be removed for PE. No other jewellery is permitted in school. Children will be reminded of this as required by staff.

PE Kit

Full labelled indoor and outdoor PE kit is required. However, in order to maximise learning time and reduce timetable pressure, we ask that - other than in Foundation Stage* - children come to school dressed ready for PE.

**As part of their wider learning journey with us, our Foundation aged children will be asked to change in school.*

Indoor PE Kit - plain clothing items, no logo

Foundation Stage in a PE Bag	KS1 - years 1 and 2	KS2 - years 3, 4, 5 and 6
No footwear – bare feet	No footwear – bare feet	Bare feet - dance and gymnastics; Trainers or plimsolls... no black soles (owing to hall floor) for 'games'
Black/ Navy shorts, leggings	Black/ Navy shorts, leggings	
White/ (royal) blue T-shirt	White/ (royal) blue T-shirt	Navy/ black shorts or leggings Plain white or (navy) blue T-shirt/ polo shirt

We appreciate that because we are asking the children (other than Foundation Stage) to come to school dressed ready for PE, as the weather changes and gets cooler, hoodies and plain jogging bottoms or tracksuits will become appropriate.

Outdoor PE Kit

Footwear - trainers / plimsolls

Clothing - as per table above, if weather enables

As weather changes... plain navy / black tracksuit or joggers and sweatshirt / hoodie

Games (clubs) Kit

Children involved in games outside of their PE lessons – i.e. netball, cross-country and football clubs - will be required to wear the appropriate footwear.

Swimming

Plain swimming costume / trunks (no bikini)

Goggles – allowed as long as children can put on/ take off independently

Lost Property

The school cannot be held responsible for the loss of any jewellery, watches and items of equipment or clothing. All lost property will be placed on the lost property pegs (tunnel area) and every effort will be made to return it, with a name present. After each half-term, items not claimed will be either sent to a charity or re-cycled to other pupils. Re-cycled uniform is available at the office.

Cycling to school

Please ensure that your child wears a helmet.

PLEASE NAME LABEL ALL YOUR CHILD'S BELONGINGS

School Dinners and Snacks

Mid-Morning Snacks

During mid-morning break pupils are encouraged to have a healthy snack and a drink of water. We ask that if your child brings a snack to school that it is labelled, and can fit in their drawer.

Please **DO NOT** send your child with a snack that contains nuts, crisps, sweets or chewing gum.

As part of the government School Fruit and Vegetable Scheme children in Foundation Stage and Key Stage One are provided with free piece of fruit every day.

Packed Lunches

Please provide a named lunchbox or suitable container which is watertight. Label the **TOP** and **SIDE** of the lunchbox with your child's name and class teacher's name. We do not allow sharing of food with other children. Several of our children have a severe allergy to nuts, so please **do not** send any food items into school containing nuts.

School Dinners

Our kitchen provides excellent school dinners which are highly recommended. For our Autumn Term Foundation Stage intake parents will have the opportunity to come and 'sample' a school dinner with their child.

All Children in Foundation Stage, Year 1 and Year 2 are eligible for free meals under the Government's 'Universal Free School Meal Funding'.

From Year 3 parents will be required to pay for school lunches and it would be appreciated if they could be paid **in full** every **MONDAY**. Payment is made online using a secure online account on the ParentPay website. Once your child starts school with us login in details will be sent to you.

Each morning children will place their lunch order during registration. To make this easier and smoother for your child and their teacher we ask that you take time each day to look at the menu with your child and encourage them to remember which meal they would like.



Bridget: our wonderful Cook and her team

School Milk via Coolmilk

Children can have a carton of school milk each day. Parents must register for this in order for your child to receive it. Registration is via www.coolmilk.com.

Each child is eligible to receive free milk up until the day of their fifth birthday, after which their entitlement ceases. After this date you can choose to pay for the carton of milk at a subsidised rate.

Staying Safe at School

At playtimes and lunchtimes the children are fully supervised by trained members of staff.

There is also opportunity for the children to access a variety of equipment during this time.

Medicines

Children who are acutely ill and who require a short course of prescribed medication, e.g. antibiotics, will normally remain at home until the course is finished. If it is felt by a medical practitioner that the child is fit enough to return to school, the dosage can usually be adjusted so that it is not required during the school day. If, however, this is not possible, by agreement with the headteacher or assistant headteachers, medicine may be administered on the completion of the appropriate form. This form is available from the school office.

Asthma Procedures

Children suffering from asthma are advised to keep their inhalers in school. Inhalers must be named and kept by each child in their own tray and regularly checked by a parent or carer. Cards and forms registering asthma sufferers are available from the school office.

Parking

Please drive and park carefully for the safety of pupils and consideration of our neighbours. Please park as far away from school as possible to ensure the safety of all children. We request that you do not drive into Willowcroft and do not park on any of the yellow zigzag markings. **Please do not park in the school car park – this is for staff only.**

Community Police do patrol these areas and will penalise car drivers who are breaking highway laws.

Safety and Security

Please adhere to all directions and requests made by the school.

Dogs

Please do not bring dogs into the school grounds or leave unsupervised tethered dogs at the school gates.

“No Smoking” Policy

Smoking in the school grounds is not allowed.

Cycling/Scooter to School

Children and parents are encouraged to cycle or scooter to school. Cycle racks are available for storage during the school day. The security of the cycles and scooters is the owner's responsibility.

Please note, for the health and safety of all children, visitors and staff we request that all scooters and cycles are not used in the school grounds.

Accessibility

St. Bartholomew's school is fully inclusive. If either your child or a close member of your family requires special arrangements to access the school, please inform the office of the disability/need and the school will ensure that access is possible.

Payment

If during your child's time at St Bartholomew's you need to pay for lunches or school trips you will do so through the ParentPay website. Details of this will be sent out at a later date.

Pupil Absences

Absences

If your child is absent for any reason, please inform the School Office. It would be greatly appreciated if you could telephone the School Office as early as possible on each day of your child's absence from school. An answer phone will record your message between 4.00pm and 8.30am. For planned medical appointments a Medical Absence form will be emailed to parents for completion. For all other absences a Leave of Absence form will also be emailed to parents. Parent must email the school office to request these forms (office@st-bartholomews.leics.sch.uk) which on return will be considered by the Head Teacher. Paper copies are also available from the school office.

Late Arrival

Pupils arriving late must report to the school office and sign in using the electronic signing in system along with ordering their lunch.

Leaving before the end of the school day

If your child needs to leave school before the end of the day they must be signed out by a parent or carer using the electronic system located in the main school office. If your child then returns to school they will need to be signed in again through the same system. This system provides the record of pupils' attendance and is of utmost importance if any emergencies occur.

Contact

Please inform us IMMEDIATELY of any change of address, telephone numbers or personal details, especially newly diagnosed medical conditions for your child.

Extra Information

Homework

We recognise the crucial role parents and carers make in promoting their children's learning. In Foundation Stage, homework is intended to be an enjoyable shared experience and children are encouraged to talk about activities they do at home with the class. The homework set focusses upon consolidating the key skills for the relevant year group in Phonics to encourage improvement in reading. Regular reading at home is strongly encouraged. In addition to a weekly task, all children are set an optional topic grid of activities which link to the half termly theme. The children can complete these at any time during the half term. Homework tasks are designed to support the learning of all groups of children.

The specific details of homework set will be communicated in the termly Projection of Work letters for each year group as well as being indicated on the set pieces of homework.

Birthdays

On your child's birthday, or on a day nearest to your child's birthday, they are invited to wear their own clothes in order to celebrate this special occasion.

Well done assemblies

Each week we hold a 'Well Done' assembly which celebrates the children's achievements in school. We feel it is important to recognise our children's achievements and share them with you and the rest of the school community.

FOSBA

New parents and 'old' are invited to Friends of St Bartholomew's Association meetings and functions. All parents are automatically members of FOSBA and are invited to all meetings held at school, usually starting at 7.15pm.

School Nurse

School Nurse Information The Healthy Together 5 – 19 school nursing teams are working in clusters. The teams consist of public health nurses, healthy child programme nurses, nurse associates and healthy child programme practitioners, and they cover the following areas: Charnwood, Melton, and Rutland.

This will mean different members of the team will be seeing students within the school. Once a child is assigned to a team member, every effort is made to ensure that the child will see the same member of the team for consistency of their contacts with the school nursing service.

School nurses work to improve health inequalities and address public health concerns to support children, young people, and their families to make an informed choice to improve their health and wellbeing. The school nursing teams offer support and a confidential service to children and young people with emotional health and wellbeing concerns, behaviour, continence, and growth concerns. Parents are also offered parent information sessions which cover the following topics:

- Healthy bladder, healthy bowel (Continence),
- Promoting positive behaviour
- Understanding and managing your child's anxiety

These sessions provide the parents with knowledge and strategies to help them support their child. Additionally, the school nursing service offer digital health and wellbeing questionnaires for years 7, 9 and 11 to enable young people to identify concerns regarding their emotional and physical health. School nursing teams offer 1-1 support to children and young people to improve their health and wellbeing and offer supportive websites and a chat health texting service for young people and parents to contact if needing support and advice regarding a public health concern. Referrals to the school nursing service can be made via school, parents texting chat health, GPs, and other professionals.

Further information is provided below

Parent chat health texting service – 07520615382

Chat health texting service – 07520615387

Health for Kids website link - <https://www.healthforkids.co.uk>

Health for Teens website link - <https://www.healthforteens.co.uk>

Cluster 1 school nursing phone number – 0116 215 6290

If you have any further questions please contact us on the Cluster 1 School Nurse telephone number above, we will be happy to help you.

Communication Links

We hope that the information in this booklet has been useful. Please do not hesitate to get in touch if you would like any more information.

<p>School Website</p> 	<p>www.st-bartholomews.leics.sch.uk</p>
<p>E-mail</p> 	<p>office@st-bartholomews.leics.sch.uk (office) headteacher@st-bartholomews.leics.sch.uk (Headteacher)</p>
<p>Telephone</p> 	<p>01509 412250</p>
<p>Twitter</p> 	<p>@stbartsprimary</p>
<p>School News App</p> 	<p>Download from App Store, Google Play or Windows Store Search for St Bartholomew's Primary School</p>
<p>FOSBA – Facebook</p> 	<p>hello@fosba.co.uk Email hello@fosba.co.uk to be added to our Facebook page</p>
<p>Tapestry (Foundation Stage)</p> 	<p>http://eylj.org</p>