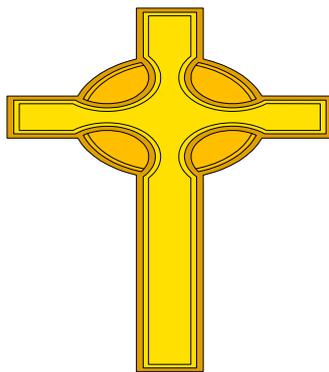


# Parent Handbook

2020-21



## **Holy Cross Catholic Primary School**

Charles Street

St. Helens

WA10 1LN

Tel: 01744 678 319

Email: [holycross@sthelens.org.uk](mailto:holycross@sthelens.org.uk)

Website: [www.holycrossprimarysthelens.co.uk](http://www.holycrossprimarysthelens.co.uk)

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A Very Warm Welcome to Holy Cross.

We are very proud to be a very diverse Catholic Primary school and welcome children and families from around the world. As a Catholic school our mission statement underpins and informs everything that we do:

*We care, we share, we value.*

Thank you for choosing our school. We feel privileged to support you at this very important time in your child's life. We very much look forward to getting to know you and to working in close partnership in order to ensure your child settles happily, enjoys school life and fulfils their full potential.

We hope that this booklet contains useful information to support your introduction to our school, but if you have any other queries, please do not hesitate to contact your Class teacher, the office staff or myself.

Kind regards

Mrs C Gillespie  
Headteacher

Holy Cross is a Catholic Primary School serving the parish of Holy Cross and St. Helen. We are a Catholic School family and we welcome children from other Christian denominations, children of other faiths and children of no faith. RE is a core subject in our school and as such 10% of teaching time is dedicated to Religious Education.

All children take part in RE and RSE lessons and celebrate acts of worship together as a school family. Our RE curriculum follows the Liverpool Archdiocesan 'Come and See' syllabus and our RSE curriculum follows the Liverpool Archdiocesan 'A Journey in Love' programme.

Parents have the right to withdraw children from these lessons. Please speak to Mrs Gillespie if you require any further information.

The children are at the heart of all we do in Holy Cross. We endeavor to create good relationships with our families & local community. If you have any suggestions as to how we could make our school even better, please let us know. Thank you for your continued support.

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# Our Vision and Values at Holy Cross

Our curriculum stems from our Mission Statement: *'We care, we share, we value'*, and has been designed to reflect that life at Holy Cross is rich, varied, inclusive, exciting, challenging and inspiring. Our broad and balanced curriculum promotes pupils spiritual, moral social and cultural development and provides opportunities for us to:

- **Nurture the spiritual and moral growth of our children within the context of the Catholic faith**
- **Create a welcoming, caring and safe environment, where children can develop self-respect, a sense of individual worth and are able to cooperate with and show consideration to others. Pupils will become responsible, rights-respecting and caring citizens who appreciate diversity and make a positive contribution to our school and wider community**
- **Promote the fundamental British Values of democracy, the rule of law, individual liberty and mutual respect and acceptance of those with different faiths and beliefs**
- **Develop happy, enthusiastic and reflective learners who take an active part in lessons**
- **Provide stimulating, educational experiences within which individual talents and gifts from God are nurtured and full potential is achieved.**
- **Foster independent learning and develop co-operation, confidence and capacity for skills for the future.**
- **Promote our pupils to think creatively, engage in problem solving and develop their resilience**
- **To develop their knowledge, skills and understanding in all areas to enable them to make rapid progress**
- **Provide an atmosphere which enables staff to feel valued, and motivated, in providing a quality education for our children.**

## Curriculum

Our curriculum stems from our Mission Statement: *'We care, we share, we value'* With that in mind we strive to continue to develop a curriculum which prepares our pupils to grow as happy and fulfilled young people, prepared to make a positive contribution to their local community and the wider world

Our curriculum is therefore inextricably linked to our Mission to ensure we provide

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the knowledge, skills and character development to enable your children to fulfil their dreams. We provide an environment in which the dignity of each person as a child of God is recognised and developed and promote the full potential of each child through a curriculum which develops spiritual, academic, social and emotional growth'.

Here at Holy Cross, we have endeavoured to develop a curriculum that not only engages our children but also reflects them. We have a rich, varied and multi-cultural community who have dreams and ambitions, and with the love of God these can come true. As so, we have collaborated as a staff to create a curriculum that is rich in cultural capital, founded in knowledge and that enables us to broaden the children's horizons as far as possible during their time in the school, enabling us to consider social justice and provide the best for our children moving forwards. Our aim is that the best learning opportunities will be provided regardless of ability, race, gender or age. Our curriculum will build knowledge on prior learning, engage and enhance natural curiosity and develop the attitudes to be a lifelong learner, as highlighted in our learner profile.

## **Safeguarding and Child Protection Statement**

Whilst the prime focus of Holy Cross is to secure the best educational provision for our children, the school believes that the safety, welfare and care of children is paramount. We are therefore committed to the highest standards in protecting and safeguarding the children entrusted into our care at all times.

### **In order to protect our children, we aim to:**

- Create an atmosphere where all our children can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly and effectively to cases of suspected abuse.
- Monitor and support children at risk.
- Use the curriculum to raise children's awareness, build confidence and skills.
- Work closely with parent/carers and support external agencies.
- Ensure that all adults within our school/service who have access to children have been checked as to their suitability.

### **Holy Cross will support all children by:**

- Encouraging self-esteem and appropriate self-assertiveness whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the school.
- Liaising and working together with all other support services and those agencies

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involved in the safeguarding of children.

- Notifying Social Care Services via the approved mechanisms as soon as there is a significant concern.
- Providing continuing support to a child about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the child's new school.

**Designated Safeguarding Lead** - Mrs. Gillespie

**Deputy Designated Safeguarding Leads** - Miss Chauveau

### **Safeguarding Curriculum**

This curriculum supports staff to teach explicitly the messages that Primary children need to know to be able to keep themselves and others safe.

The details of the teaching will vary depending on the age and needs of the class. There are many links with PSHE, Online Safety and RSE, Prevent and the Science curriculum, and although a particular topic may cover the necessary information it is vital that a direct link is made to safeguarding, so the children are familiar that certain knowledge and behaviours helps to keep them safe.

Safeguarding teaching takes place in a safe and supportive atmosphere which includes circle time where messages about safeguarding can be reinforced and runs alongside the schools planning for digital literacy. Regular time is given for children to share their learning and talk about their feelings. Where a child discloses information that puts them at risk or where there is a concern raised about any aspect of their knowledge and understanding, staff immediately inform the Safeguarding team.

In addition to specific taught sessions, assemblies e.g. online safety, visitors to school, environmental messages, and themed weeks will be used to reinforce messages about safeguarding. All adults in school have received. Safeguarding training and will be able to signpost children appropriately.

## Staff – September 2020

Head teacher	Mrs Gillespie
Deputy Headteacher	Miss Chauveau
Office Manager & Senior Management Team	Mrs Swaine
Admin Assistant	Mrs Webb
Site Manager	Mr Oakes
Special Educational Needs Co-ordinator	Ms Chauveau
Senior Management Team	Miss Green
<b>Teachers</b>	
Nursery	Mrs Taylor
Reception	Miss Green
Year 1	Mrs Birch
Year 2	Miss Gore
Year 3	Ms Chauveau
Year 4	Mrs Mulcahey & Mrs Slater
Year 5	Miss Basley
Year 6	Mrs Kettle

## School Access

### Car Park

- The school car park is for use by school staff, visitors to the school and disabled visitors.
- Cars are parked at the owners own risk.
- Please use the path provided to walk to the classrooms and not through the car park as children cannot always be seen by drivers.
- Parents may park in our school car park when attending assemblies or if they have an appointment in school. Unfortunately, we do not have space for parents to park in school at the start and end of day when dropping children off.

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## Parents Access to School

- The school gates will be open from 8.40am – 9.00am & 3.00pm – onwards. Parents of children in Nursery, Reception and Years 1 and 2, must stay with their children until the class teacher arrives on the playground at 8.40am.
- For safeguarding reasons, late children in EYFS will be accompanied to class by a member of staff.
- Late pupils must be brought to the school office by their parents.

## Teacher Appointments

- Parents wishing to see a member of staff before the start of the school day, should the school office to arrange an appointment. Alternatively, Teachers are available at the end of the school day, once their class has been dismissed, to speak with parents.

## No Smoking

Our school is a no smoking area. This applies to staff, parents and visitors. Please do not smoke on our school premises.

## No Dogs

St. Helens City Council has a strict no dogs policy for all council owned sites. No dogs are not allowed on the school site, even those held by their owners.

<b>School Uniform</b>	
<b>Nursery up to Year 6</b>	
All children will need to have their own book bag.	
<b>Autumn - Spring</b>	<b>Summer</b>
Blue plaid skirt, pinafore or trousers White shirt School tie (elastic tie for Reception and Key Stage 1). Blue school jumper or cardigan with embroidered badge. White, grey or black socks and tights Black shoes	Blue and white gingham summer dress Grey shorts or trousers White polo top Blue school jumper or cardigan with embroidered badge. White, grey or black socks and tights Black shoes (no sandals)

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## Sports Kits

Each child needs to have their own kit for weekly PE lessons.

Blue shorts

White t-shirt Trainers or black pumps

Pump bag

### **Please remember to write your child's name on all items of uniform and sports kit.**

Ties and book bags are available to buy from the school office.

#### **This uniform will available to buy from:**

<https://www.whittakersschoolwear.co.uk/>

#### **St Helens Shop**

38 Bridge Street, St Helens, Merseyside, WA10 1NW

**Mon - Sat:** 9:00 am - 5:00 pm (5:30 pm during Summer Holidays)

**Sundays:** Closed - During the Summer Holidays we are open from 10:00 am - 4:00 pm

Open Bank Holidays through the Summer period.

Click to call **01744 451812**

### **Hair Cuts & Accessories**

- Children should not have tracks, trim lines or patterns shaved in their hair.
- Children should not have coloured or dip dyed hair.
- Hair that falls below the child's jawline must be tied back at all times. Large hair accessories should not be worn.
- Jewellery, bracelets, necklaces should not be worn in school. Children will be asked to remove them and they will stored in the school office.

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- Stud earrings are allowed to be worn in school along with wrist watches.
- Nail varnish, acrylic nails and make-up should not be worn for school.

## Absence from School

We understand that children are occasionally ill and are unable to attend school.

If this is the case then **parents must contact school** before 9.00am on 01744 678 319.

Our school target for attendance is 97%. Parents of children whose attendance falls below this, or those who are regularly late or absent from school will be contacted by the school Education Welfare Officer. We are always happy to support parents with attendance and punctuality, should you require support please contact the school office.

## Holidays

School is unable to authorise any term time holidays. If you are considering taking your child out of school during term time, please speak to Mrs Gillespie. All holidays will be recorded as an unauthorised absence and parents may be fined for taking their children out of school on holiday. The school term dates are available on the school website and from the school office upon request.

## Medical Appointments

- If possible please arrange for any medical appointments to be made outside of school time.
- If appointments do have to be made in school time then please bring proof of the appointment into the school office. Where possible, children need to come to school before and after any medical appointments.

## Administration of Medicines

Any **parent** of a child that is required to take any medicine whilst at Holy Cross **must** complete a form in the school office before any medication can be given. We are only able to administer medication that has been prescribed by a medical professional and has the

child's name, use by date and the dosage clearly labelled on the front of the bottle/packet.

Parents must bring any medication to the school office and are responsible for collecting it at the end of the school day.

Asthma inhalers must be used with a spacer – inhalers cannot be administered without a spacer. Inhalers and spacers must be clearly labelled with the child's name and frequency of dosage.

Long term medical needs will be identified in a care plan.

## End of the School Day

- School finishes at 3.15pm. Children from Nursery, Reception, Year 1, 2 and 3 must be collected by an adult from their classrooms.
- Children in Years 4 to 6 can obtain a walking home pass upon receiving written consent from the parent/carer. This will enable to be dismissed by school staff to walk home without an adult. Children will be given a free walking home pass, however, the replacement of lost passes will incur a charge of 50p. Children will only be dismissed by school staff if they present their walking home pass. Children without a pass will be kept in school until they are collected by an adult.
- We understand that occasionally parents/carers run late at the end of the school day. If this is the case please contact the school office so as that we can make arrangements for your child. Parents of children who are regularly late being collected from school, will incur a charge for the use of Afterschool provision.
- No child will be allowed to travel in a taxi without adult supervision.

## School Lunches

All children in Reception, Years 1 and 2 are entitled to a free school meal.

### **YEARS 3-6**

If you think you may qualify for Free School Meals please contact the school office where staff will be able to assist you.

The cost of a school lunch will be £2.45 per day.

We are a healthy school and provide excellent nutritional school lunches. However, if you would prefer to provide your child with a packed lunch, please ensure that our school guidelines for healthy packed lunches are followed.

Packed lunches at Holy Cross **cannot contain**

- Fizzy drinks and juice– all children will have access to water
- Crisps or nuts of any variety
- Meat products high in fat content such as pork pies, sausages/burgers/hotdogs
- Yoghurts as we have no chilled storage facilities available
- Confectionary – sweets, chocolates, biscuits,
- Desserts\* that contain a high fat or sugar content
- Popcorn
- Cherry tomatoes, carrots and grapes must be cut in half

## Food and School Trips

- School will provide a lunch and drinks for **all** children who are entitled to free school meals and those who pay for school meals.
- If you would like your child to receive a school packed lunch for trips, please order from the school office at a cost of £2.45.

## Snacks

- Snacks **should not** be brought into school.
- Toasted bagels are provided for each child every morning on entry to school free of charge.
- Milk should now be bought from Dairy Link and payment is to be made online on [www.milk4life.com](http://www.milk4life.com)
- At present the Council provide free fruit for all children in Foundation Stage & Key Stage 1. School provides free fruit for children in KS2

## Wrap-Around-Care

- Breakfast club opens at 8.00am. Please wait with your child until doors open.
- Attendance at Breakfast Club is a fixed charge of £3 per day, the price includes breakfast.
- Children will not be admitted to breakfast club after 8.30am.

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- Afterschool childcare provision is available from 3.15pm to 5.30pm daily at a fixed cost of £5 per child per session.
- Payments for Wrap-Around-Care are paid for in advance at the school office.

## Complaints

At Holy Cross, we work very hard to provide the best care and education for our children. If you do have a concern or complaint then the **first** point of contact is your child's class teacher.

If you still have concerns after speaking with your child's class teacher, then please contact your child's key stage leader:

EYFS / KS1 – Miss Green

KS2 – Ms Chauveau

If you do not feel that the issue has been resolved after speak to both your child's class teacher and key stage leader then you can arrange an appointment to speak with Mrs. Gillespie, Headteacher.

Every complaint will be listened to and investigated fully and dealt with as quickly as possible.

If you are not satisfied with the outcome then the **second** point of contact is the Chair of Governors Mrs. Butler. Further information can found in the school Complaints Policy and Procedures document, this is available on the school website and freely available from the school office upon request.

## Term Dates for the Year 2019 - 2020

Term	School Opens On:	School Closes On:
Autumn term 2020	2 <sup>nd</sup> September 2020	22 <sup>nd</sup> October 2020
	2 <sup>nd</sup> November 2020	18 <sup>th</sup> December 2020
Spring term 2021	5 <sup>th</sup> January 2021	12 <sup>th</sup> February 2021
	22 <sup>nd</sup> February 2021	1 <sup>st</sup> April 2021
Summer term 2021	19 <sup>th</sup> April 2021	28 <sup>th</sup> May 2021
	9 <sup>th</sup> June 2021	21 <sup>st</sup> July 2021

### **Inset Days**

23<sup>rd</sup> October 2020

4<sup>th</sup> January 2021

7<sup>th</sup> and 8<sup>th</sup> June 2021

22<sup>nd</sup> July 2021

### ***Easter Bank Holidays:***

*Good Friday: 2 April 2021*

*Easter Monday: 5 April 2021*

### ***Bank Holidays during term time:***

*May Day Monday 3 May 2021*

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