



St Paul's CE Primary School

Newsletter

www.stpauls.hounslow.sch.uk

2nd October 2017

Message from the Headteacher

We are now well in to the first half of the autumn term and I am very pleased to note how well the children have settled into their new classes. The summer warmth has disappeared and the nights are drawing in. I hope that you had a good summer.

Last week saw the final groups of children join the Nursery and Reception classes. I would like to welcome all our new families to the school. The children seem to have made a confident start to the year and I have been impressed to see how busy and engaged the pupils are already in the Nursery and Reception classes.

If you haven't already, do come and say hello. I am on one of the school gates at pick up or drop off and so is Mrs Cossar, the Deputy Headteacher. Other staff you might meet on the gates are Mr Lacy and Mrs Riley, both senior teachers on the leadership team, Mrs Churcher, Miss Wellington or Mr Roy, our administrative team or Mr Riley our Senior Site Supervisor. We are on the gates to answer queries and to get to know you all, please feel free to speak to any of us.

Class teachers are available for a quick chat or to answer simple queries at the end of the day, in the school playground. Please wait until they have dismissed the pupils. All staff can be contacted via email to the school office: office@stpauls.hounslow.sch.uk. You can make an appointment to meet a teacher via the office or directly at the school gate. We have parents' evenings each term, listed in the diary at the end of this newsletter.

We have made a great start to the school year and I am sure that this year will be another exciting and engaging year during which our children will thrive.

Staff Updates

At the end of last term we said goodbye to Miss Smith, who has gone on to work in a school closer to home and Mrs Dodson and Mrs Graham, who taught in year 4 last year. In addition, Ms Hussein, one of our lunchtime supervisors has left to take up a nursing course. I am very grateful to them for their contribution to the school and wish them every success as they take the next steps in their career.

We welcome to our team Mrs Harvey who joins us as our Nursery class teacher, Miss Chen who join us as a Year 3 teacher and Mr Murray who will teach one of our Year 5 classes. Miss Bishop and Mrs Lewis are both joining the school as Higher Level Teaching Assistants.

Mrs Lee, our Inclusion Coordinator, Mrs Roffe, one of our HLTAs, and Miss James, one of our teachers, all gave birth over the summer. Babies and mothers both doing well and we wish them all the very best as their families grow.

Start and End of Day Times and Routines

The school operates a 'soft start' for reception to year 6 classes. The gates for each site open at 8:45 and children go to their classrooms. Reception parents take their child to the classroom door. Parents of pupils in years 1 – 6 say goodbye at the school gate and their children go into the classroom independently. The school day for pupils from reception to year 6 starts at 8:55am. All gates are closed at 8:55am. If you arrive late, you must bring your child to the school office on St Paul's site, regardless of which site they attend. You will need to sign your child in, so that they are registered correctly.

For nursery children the day starts at 9am, when the nursery gates are opened. Parents of children in the nursery bring them through to the classroom door. The nursery gates close once the parents have left. If the gates are locked and you have arrived late, please sign your child in at the school office. The nursery session finishes at 12pm, when the staff open the gates and dismiss the children to their parents at the nursery door.

For children in Reception class, the gate opens at 3:15pm and stays open until 3:30pm. The school day for Reception children finishes at 3:20pm. The children are dismissed to the parent or adult collecting the child from the classroom door.

For children in years 1 – 6 the school gates on both sites open at 3:25pm and are closed at 3:40pm. The school day for children in these year groups ends at 3:30pm. The children are dismissed to the parent or adult collecting the child.

Some children in Year 5 and 6 may start walking home independently as the year progresses. The decision as to when your child is ready will rest with the parent, however we expect the child to be returning to a responsible adult in the family home. It would not be appropriate for a primary aged pupil to be left home alone until after an adult has finished their working day. It is important to prepare your child carefully for all eventualities. I have attached two NSPCC advice booklets to this newsletter that provide useful information – *Is my child ready to be left alone?* and *Is my child ready to go out alone?* If you wish your child to go home on their own, please write to inform us.

It is not appropriate for an upper junior child to take responsibility for a younger sibling, going home together on their own. If your child has an older sibling at high school, they may come and collect them from school, provided you are satisfied with the level of supervision they can provide. If you wish for an older, high school sibling, to collect your child please impress upon them the need to be at our school on time for collection.

Adults Permitted to Collect Children

If you wish for a number of adults to be able to collect your child, please let the school office team know, so that details of the other adults can be recorded on your child's electronic record. A check will be made against that list if an unfamiliar adult arrives to collect your child.

If your child is subject to any legal restriction in terms of adult/parental contact, please ensure that you inform the school so that we can manage collection correctly.

Short Notice Changes to School Collection

On some occasions a short notice change to collection may be needed. Your child may be attending a birthday party or you may have a meeting or delay that requires another adult to

collect your child. If this is the case, please let the school office know by 2:30pm at the latest. Sharing short notice collection information across both sites takes some time. If you call after that time, there may be a delay whilst checks are made between the school adults.

Late Collection Charge

Very occasionally we are all delayed by circumstances beyond our control. We ask all parents who are running late to contact the school office asap. Clearly such circumstances are rare, rather than the rule. The end of the school day is a very busy time for the administrative team so phone calls may go to voicemail. Please let us know the cause of your delay and your likely arrival time.

At 3:40pm the school gates are closed and late children are taken to the school office. We will hold children at the office for a few minutes. After this time, particularly where we have had no communication, we will take the children over to the aftercare club. At this point the late collection charge of £12 would be levied.

If after approximately an hour, no contact had been made or received from a parent, the school will contact social care to ensure that the onward care for the child was in place once the school closes at the end of the day.

If there was severe interruption to communications and transport, as there was after the Westminster Bridge stabbing earlier this year, we would ensure that children whose parents are affected are cared for. We always ensure the safe welfare of every child left late when needed.

Attendance & Punctuality

We expect all children to attend school regularly and to arrive at school on time. We have a good record over time. We have a statutory duty to monitor both attendance and punctuality and to work with the Local Authority Education Welfare officers. Department for Education guidance on absenteeism was updated last academic year.

Curriculum and School Information

Each half term you will receive a newsletter and curriculum overview from your child's teacher. These documents are also uploaded to the 'learning' pages of the school's website: www.stpauls.hounslow.sch.uk. There is a wealth of information on the website and regular news updates with pictures from school events. In addition there is a calendar of school events and a contact section for communicating with school. If you haven't already had a look at our website, please do so.

We have an email circulation account. From time to time we circulate details via text or email. If you are not receiving emails or texts, please check that your personal details are up-to-date with the school office.

Black History Month - Heritage Week

Black History Month is 30 years old this year. The concept of Black History Month was to address the mis-representation and lack of knowledge of the history of minority communities in the UK by promoting a cultural and educational focus in October each year.

This year, we seek to mark Black History Month through a Heritage Week in October. We are inviting families from all communities in our school to come and share their experiences

and life stories with our children in an age-appropriate way. Parents and relatives are invited to come and speak to their child's class about one of the topics below:

- their experiences of primary school. This could be in this country or in another country. If you have any pictures, old school books, old uniform that could stimulate children's interest, it would be great to bring this along.
- to share a traditional children's story, tale, song or legend from your place of origin. Again any books etc. that you may have from childhood could support this.
- to share your experience of leaving your country of childhood and coming to live in London. Why did you/your family come to London/Choose London? What was the journey like/what were your feelings? How did your early experiences meet with your expectations?

Our Heritage week will take place during the week of 16th October. Parents will be invited to sign up, with their class teacher through the school office, for a slot at the start or end of the day during that week. The short talk should last about 5 minutes, with an additional 5 minutes for questions. Please do sign up if you can.

Harvest Service

We have a programme of services in church led by different year groups. They are listed in the school calendar of events. Parents and relatives are most welcome to join us for these events. The first class led service will be led by year 5 on October 12th at 10:00am in St Paul's church. We will invite all pupils to bring in a harvest gift in the week of the service, to add to the harvest collection. The harvest gifts are distributed amongst the elderly and vulnerable after the service. If you have a friend or neighbour who may welcome a harvest gift, please let the school office know.

Pupil Premium

Pupil premium is a scheme that provides additional funds for pupils whose families receive specific benefits or tax credits. In order to qualify, parents must make an application for free school meals (whatever year group your child is in). We use these funds to offer additional support to pupil premium children. There are full details of what we use the pupil premium funding for on the 'pupil premium' page of the school website:

<http://www.stpauls.hounslow.sch.uk/index.php/pupil-premium>

If you think your family may qualify for this additional funding, please do speak with a member of the school office team.

Site Developments

This summer has been a reasonably quiet summer for site development, following a number of very busy years! As I write, we have works taking place on the external boundary wall to the St Paul's site, to re-point the external wall. During the autumn/spring holidays the external classroom doors for the Reception classes are due to be replaced. This work will take place during the holiday periods.

PE

Physical Education takes place throughout the school year. Details of PE kit regulations can be found in the uniform section of the school website. It is essential that children do not wear earrings on the days that they have PE. If your child wears earrings, please remember to remove them on the day that they have PE. Class timetables can be found in the class newsletters.

Uniform

We have a smart and practical uniform. Full information of the uniform requirements can be found on the school's website. Hair accessories should be in school colours.

In colder weather girls should wear tights to keep them warm. Lycra shorts are not part of the uniform for girls and should not be worn.

Concerns/problems

From time to time concerns or problems arise. In the first instance these should be directed to the class teacher. If the teacher is unable to resolve the issue, please make contact with a member of the school's leadership team.

The leadership team are on the gates at the start and end of the school day to help with most queries and concerns. The school's complaints policy is available on the website and a hard copy can be requested from the school office.

Birthdays

We like to mark pupil's birthdays and parents may wish to send in a few sweets or a small bag of sweets for each child, to give out at the end of the day. Cakes or party-bags are not allowed. A number of children have significant food allergies, so please do not send in sweets containing nuts or other common allergens.

Universal Free School Meals (Reception to Year 2)

The Universal Free School Meal policy allows pupils from Reception class to Year 2 to have a free school meal. Once children move from year 2 into the juniors (years 3,4,5 & 6) parents must pay for their school meal. Parents of children in years 3,4,5 and 6 who are in receipt of certain state benefits may qualify for free school meals in the junior years. If you have a child in years 3,4,5 or 6 and receive state benefits please speak to a member of the administrative team who will help to determine your eligibility and to support you in applying for free school meals.

Our school meals currently cost £2.20 a meal, making them amongst the best value meals in the borough. They are prepared and cooked by our own catering team in the kitchens in our school. We serve our meals in 'family service' meaning that the children don't queue as they would in a traditional canteen. The school meals menu is uploaded to the website every week.

Coming Up...

I have attached to this newsletter a copy of the school's term dates and a list of planned events for the school year. In each newsletter I include updates to the list of dates. The dates are also updated on the website calendar. Copies of the school's term dates can also be downloaded from the school website.

Community Noticeboard

On occasion we are informed of events and activities planned in the area, which may be of interest to our families. We do not endorse any of the notices below nor can we guarantee the quality of them.

Work for Hounslow Transport Services

The London Borough of Hounslow's Transport Service is looking for part-time, term time only drivers to transport special needs pupils to/from school and are wondering whether you would mind including the following in your newsletter. If you are happy to do this, could you please let the transport team know, together with the date of your next newsletter, to transportops.supervisor@hounslow.gov.uk

In addition to below, for your information, our transport team provides MiDAS training and refresher courses, if you require this training, please speak to Anis Fazal on 020 8583 5483 or e-mail: anis.fazal@hounslow.gov.uk.