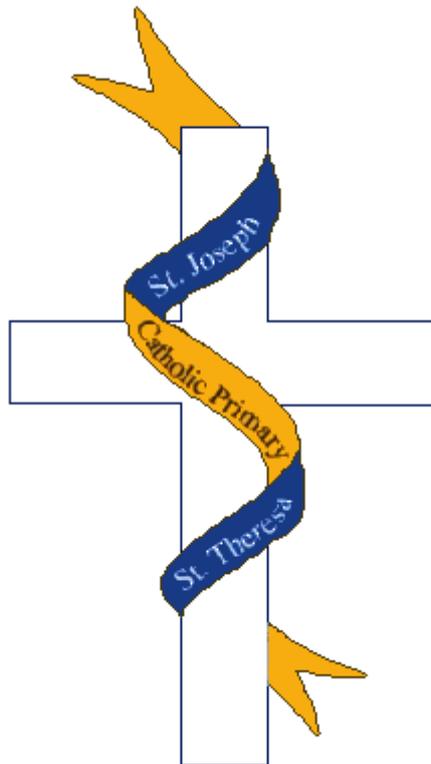


St Joseph and St Theresa Catholic Primary School

Welcome to Our School



Parents' Handbook 2013 - 2014

Mission Statement

We are a caring community, which aims to promote respect and understanding of all individuals through a sharing of our Catholic Faith and the Love of Christ. All children will feel a sense of worth knowing that they are valued and loved by God in their uniqueness.

We seek to create a learning environment which enables our children to succeed to their best ability and which recognises and values their variety of talents.

We acknowledge the importance of our role in support for the family, the parish and the wider community.

St Joseph & St Theresa Catholic Primary School

St Joseph and St Theresa is a voluntary aided, mixed Catholic Primary School. It caters for approximately 220 children ages 4+ to 11 years.

The school was established over one hundred years ago to cater for the needs of the Catholic population of Chasetown. Throughout the years a tremendous amount of hard work has been devoted to maintain and develop the school's effectiveness. At the heart of our success is the excellent support of Christian families, staff and friends in the community, all of whom have helped to promote the caring, loving, apostolic work of the school. Guided by the Holy Spirit it is this support that has enabled the school to establish an excellent reputation in the locality.

During their time at St Joseph & St Theresa the Catholic children will receive the sacraments of Reconciliation, the Eucharist and Confirmation. In the preparation for these sacraments the school, parish and parents will work in partnership to develop the children's understanding of God's great gifts. The children from non-Catholic families will share in the class work and activities linked with the sacraments.

Whole school Masses or class Masses are regularly celebrated in school. All parents and friends of the school are very welcome at these Masses.

Right from the beginning, therefore, we ask for the support of all parents in the education of their children so that home and school can work in harmony for the good of each child.

AIMS OF OUR SCHOOL

1. To foster the growth of our children in their Christian Faith and to make our school a living community where prayer, worship and the Catholic liturgy are real educational experiences and contribute successfully to the development of the faith of each individual in the school community.
2. To promote an ethos of caring concern and love in a school which looks to Christ for the basis of its existence. Anyone in need should be made to feel the loving concern of those around them.
3. To deliver the National Curriculum in a Catholic Christian setting so that all areas of study lead to a deepening awareness and understanding of our faith.
4. To ensure high standards are achieved in literacy and numeracy.
5. To help our children to develop self-discipline.
6. To continue working towards and maintain the 'Inclusion Quality Mark' which shows that our school ensures diversity is valued and that all pupils and staff are treated with dignity and respect and that staff working together to ensure all individual needs are met.
7. To maintain 'Full Dyslexia Friendly' status and demonstrate that as a school we aim to cater for all children with Special Needs, particularly Specific Learning Difficulties.

Staff Members

Mrs Davies Headteacher

Teaching Staff

Mrs Walker Deputy Headteacher
Mrs Windsor
Mrs Johnston
Mr Johnston
Miss Evans
Miss Bowen
Miss Beaumont

Teaching Assistants

Mrs Baker Mrs Betts
Mrs Biddle Mrs Chapman
Mrs Cartwright Mrs Decosta
Mrs Godfrey Mrs Kelly
Mrs Lowry Mrs Ralph
Mrs Sheridan Miss Sneyd

School Secretary

Mrs C Hames

Lunchtime Supervisory Assistants

Mrs Chamberlin Mrs Box Mrs Roe Mrs Clinton
Mrs Sturch Mrs Ryan Mr Maynard

School Governors

Foundation

Mr Paul Flanagan (Chairman)
Mrs Caldwell Mr Ireson
Mr Nugent Mr Coley Mrs Wood

LEA

Mr J Walker

Parents

Mrs Nugent Mrs Gartshore

Staff

Mrs Walker

Headteacher

Mrs Davies

Performance in Standard Assessment Tests in 2013

Key Stage 1

The table below shows the performance of our Year Two pupils in English and mathematics in 2013. The expected level for Year Two pupils is Level 2b.

| | %L2b+ | %L3+ |
|-------------|--------------|-------------|
| Reading | 86 | 38 |
| Writing | 79 | 10 |
| Mathematics | 90 | 28 |

Key Stage 2

The Year 6 pupils took their Standard Assessment Tests in May 2013. The results are shown below.

| | %L4+ | %L5+ |
|-------------|-------------|-------------|
| Reading | 92 | 48 |
| Writing | 100 | 16 |
| Mathematics | 100 | 60 |

The anticipated level for Year Six pupils is Level Four.

DIOCESAN EDUCATION SERVICE

2014/15 ADMISSION POLICY

Name of School: **St Joseph & St Theresa Catholic Primary School**

The admissions process is part of the Staffordshire LA co-ordinated scheme.

The Admission Policy of the Governors of **St Joseph & St Theresa** School is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The School's Admission Number for the school year 2014/15 is **30**

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available to view at the school and parish or by post on request.

1. Baptised Catholic children (see Note 2 below) who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Baptised Catholic children living within the Parish of **Burntwood** who have a brother or sister (see Note 3 below) in the school at the time of admission
3. Baptised Catholic children living within the Parish of **Burntwood**
4. Other Baptised Catholic children who have a brother or sister in the school at the time of admission
5. Other Baptised Catholic children
6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
7. Non-Catholic children who have a brother or sister in the school at the time of admission
8. Non-Catholic children

OVER-SUBSCRIPTION

If there is over-subscription within the category, the Governors will give priority to children living closest to the school determined by shortest distance. Distances are calculated on the

basis of a straight-line measurement between the front door of the applicant's home address and the front gate of the school. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system (See Note 4).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place.

Note 1

Children with a Statement of Special Educational Needs that names the school must be admitted. This will reduce the number of places available to applicants.

Note 2

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Baptism/Reception should contact their Parish Priest.

Failure to provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children

The children must be living permanently in the same household

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place

SCHOOL ENTRY

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the headteacher.

Parents can request that their child attends part-time until the child reaches compulsory school age.

NURSERY

Parents must apply on the LA form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in main school.

APPEALS

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to Chair of Governors. Appeals will be heard by an independent panel.

REPEAT APPLICATIONS

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

LATE APPLICATIONS

Late applications will be dealt with according to the LA co-ordinated scheme.

WAITING LISTS

Waiting lists for admission will remain open until the end of December 2014 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the governing body in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS (In-year applications)(subject to changes in legislation)

An application should be made directly to the governing body at the school who will determine whether a place is available in the requested year group. The governing body will notify the Local Authority of the outcome of the application.

There is no charge or cost related to the admission of a child to this school.

APPENDIX

DEFINITION OF A "BAPTISED CATHOLIC"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church, 1203*). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Right of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation, 399*).

WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not)

The Role of the Governing Body

St Joseph and St Theresa School is a Voluntary Aided School administered by a Governing Body made up of the Chairman of Governors (Father Patrick Mileham), Foundation Governors, a Parent Governor, a Teacher Governor and one LEA appointee. Foundation Governors are appointed to represent the interest of the Diocesan Schools Commission and must form the majority of the Governing Body.

The Parent Governor is elected by parents of registered pupils at the school and must be a parent of a registered pupil at the time of election. The present Parent Governors are Mrs Gartshore and Mrs Nugent.

The teaching staff elects the Teacher Governor. LEA appointed governors are nominated by the LEA.

As a Voluntary Aided School, the Governing Body own the school under a trust deed from the Diocesan Schools' Commission and are responsible for the repair, maintenance and upkeep of the buildings.

The Governing Body meets at least once each term. They formulate and approve policy on all aspects of school life including Admissions, Discipline and Conduct, Attendance and Punctuality, Religious Education and the National Curriculum.

As a Catholic School the Religious Education Policy is a priority and in conjunction with the head a programme of Religious Education is formulated.

Parental Involvement in School

If parents have a worry or concern about their child they should make an appointment to speak with the class teacher or headteacher. In this way areas of concern can be dealt with at an early stage.

Similarly if teachers have a concern about the child they will arrange to speak with the parents.

Reporting to Parents

Pupil Profile Books

Every child in the school has a Profile Book. Three times per year, examples of the pupil's written work will be recorded in the Profile Book. Teachers will mark the range of work, comment on its quality and set future learning targets for each child.

Pupils will also be able to comment on their work if they wish.

Three times a year these books will be taken home for parents to go through with their child. Parents too will be able to write comments into the Profile Books.

The Profile Book will travel with the pupil through the school and provide a lasting record of progress and achievement.

Open Evenings

Open evenings are held in the autumn and spring terms. During the course of these evenings parents are given the opportunity to talk to the class teacher about their child's educational progress and achievements. The headteacher will also be available to answer any questions that parents may have.

Annual Reports

Parents will receive an annual report about their child's progress in the Summer term. Parents can request an opportunity to discuss the report with the class teacher.

Friends of the School Association

As a parent you are, of course, automatically part of the Friends of the School Association.

St Joseph and St Theresa has a successful Friends of the School Association. Throughout the year events are organised in order to improve still further the school's resources. The excellent computing facilities the pupils enjoy are evidence of the wonderful support given by parents and friends of the school.

There is no doubt that fund-raising really does improve the quality of education that the pupils receive. We want our school to be well resourced. Please help us by supporting the events organised by the Friends of the School.

Special Educational Needs

We aim to ensure that all children achieve their best. This includes children who have learning difficulties, behavioural and emotional problems and physical and sensory disabilities. Our work in this area follows the Special Educational Needs Code of Practice.

Children who are experiencing difficulties are identified, by teachers or parents, and given the appropriate help to enable them to cope and develop in class. This might require a structured programme of work aimed specifically at a child's needs or simply extra attention, within or outside the class. New children moving to the school are screened for strengths and weaknesses.

We also aim to extend our more able children by identifying them and ensuring that their programmes of work are appropriately challenging and stimulating.

Good communications and co-operation between school and parents are essential to ensure that children with special needs are helped to the full.

Pastoral Care

The headteacher and deputy headteacher have overall responsibility for Pastoral Care, but each class teacher is expected to be aware of any emotional or learning difficulty a child may be experiencing.

It is important that parents make known to the headteacher any circumstances or medical conditions, which might affect or hinder the child's development.

In cases of medical emergencies, every effort is made to contact parents. If, however, this is not possible, the headteacher will take any necessary action to ensure prompt treatment.

Child Protection

The Governors have adopted the Staffordshire County Council policy for Child Protection. The school recognises its legal duty to work with other agencies in protecting children from harm and responding to abuse. This may mean that the school contacts Social Services without parental permission if the headteacher feels this to be appropriate.

Parents wishing to read any of our policies should contact the school to arrange an appointment.

Money

All money sent into school should be in a sealed envelope clearly labelled with the child's name, class, what the money is for and the amount enclosed.

Dinner Money

Dinner money should be paid on a Monday morning. Payment can be made in advance and cheques made payable to *Staffordshire County Council* are acceptable. Dinners cost £2.10 per day.

Charging Policy

The Local Education Authority and the Governing Body are required to determine their charging and remission policies for school activities. Essentially no compulsory charges can be made for any activities, which take place wholly or mainly during the school day, but schools are allowed to ask parents to make voluntary contributions to cover costs. Parents will therefore understand that some activities will only take place if there are sufficient funds available to meet costs.

For activities, which take part wholly, or mainly in school time the Governors' policy includes a statement about charges for pupils whose parents are in receipt of family credit or income support. Such parents will not be required to make any contributions towards the cost of activities held during school time. No pupil shall be excluded from an activity because his parents cannot afford to pay.

Parents will be expected to meet the cost of replacing any school books or equipment lost or damaged by their child.

School Levy

For any building works undertaken by the school we have to contribute 10% of the total cost. The school Levy is the means by which the contribution is collected.

At the beginning of the Autumn Term the school levy is collected. £15.00 per child or £20.00 per family gift aid envelopes are provided.

Equipment & Uniform

Pencils, rubbers, rulers and colouring pencils will be provided. There is no need for a pencil case.

Book bags and PE kit bags are available for purchase from the school office. There is insufficient room in the cloakrooms for the storage of other bags.

Pupils writing in ink should bring in cartridge pen or good quality gel pen. Black ink is insisted upon.

All children are expected to wear school uniform. The uniform is:

Royal blue jumper or cardigan with school logo available from *Uniform Plus* at Sankey's Corner or Buxton & Bonnett Lichfield

White blouses or white/grey shirt Grey trousers

Grey skirts or pinafore dresses Gold & navy tie

Flat black shoes.

No make-up, nail varnish or hair braids

Clothing should be clearly labelled.

The wearing of jewellery is discouraged for reasons of safety. Only stud earrings may be worn.

Physical Education

The required kit is:

- Bare feet indoor lessons
- White T-shirts with school logo
- Black shorts or gym skirts
- Trainers or football boots for outdoor lessons.
- For outdoor activities a plain black or blue tracksuit may be worn.

If a child has no kit in school we will try to provide them with spare kit to ensure that they participate in the lesson. Notes must be sent into school to explain any medical reasons why a child is unable to take part in PE.

All jewellery must be removed for Physical Education lessons.

Swimming

Swimming costume/trunks and a towel are required for swimming lessons. Bikinis and Bermuda style trunks should not be worn. These should be in a waterproof bag. Swimming hats must be worn if a child has long hair. Verruca socks should be worn if applicable

School Sessions

| | | | | |
|-------------------|----------------------|------|---|-------------------------|
| First School bell | | 0845 | | |
| Registration bell | | 0855 | | |
| Morning break | <i>KS1, Y3&4</i> | 1030 | - | 1045 |
| | <i>Y5&6</i> | 1045 | - | 1100 |
| Lunch breaks | <i>KS1</i> | 1150 | - | 1300 |
| | <i>(Y3&Y4)</i> | 1200 | - | 1300 (Y5,6) 1210 - 1310 |
| Afternoon breaks | | 1420 | - | 1430 |
| School ends | <i>KS1</i> | 1525 | | |
| | <i>KS2</i> | 1530 | | |

At the start of the school day children should enter school after 0845 via the main playground. Children are expected to be in class ready to work for 0855. They should not leave the school premises once they have entered.

Children who arrive after 0900 should report to the main office with their parents who are required to sign the Late Book.

School Meals

A choice of cooked meals are available. Parents of children with specific dietary requirements should inform the school. Children are entitled to free school meals if families are claiming Income Support or Income based Job Seekers allowance, forms are available from the school secretary.

If pupils bring packed lunches it is important that they are both nourishing and of sufficient quantity to enable the child to work well throughout the afternoon. Children are not allowed to bring drinks to school in glass bottles.

Safety

The safety of the children is of the utmost importance. Please note the following points.

1. Children should be escorted to and from school where possible.
2. Please use the Hill Street pedestrian entrance.
3. Only taxis and staff vehicles are allowed on the school site.
4. Please avoid double parking or parking along the yellow zigzag on Hill Street or blocking neighbours driveways.
5. Please drive very carefully on Hill Street. It does get congested at the beginning and end of the school day.
6. Children must be encouraged to cross the road with the Crossing Warden at the pedestrian crossing.
7. All visitors must report to the school office where they will be signed in and given a visitor's badge.

School Policy of Discipline

Discipline in the school is along Christian lines. Its purpose is to ensure that the experience the children have of relationships within the school community are wholesome and enable the children to value and appreciate one another.

Great emphasis is placed on courtesy and good manners. Good work, effort, honesty and helpfulness are praised at every opportunity. House points and certificates of merit are awarded to celebrate these attitudes. Parents are informed of their child's success.

Breaches of Discipline

The school recognises that parents are responsible for the discipline of their children and expects them to play an active part in ensuring their child's good behaviour whilst at school. In accepting a place for your child at St. Joseph & St. Theresa it is essential that parents respect the authority of the headteacher and staff and trust their judgements in relation to matters of discipline.

Children who act with a lack of consideration for others will be asked to explain and consider their behaviour with either a teacher or the headteacher. In some instances children will be deprived of their free time.

Bullying

More serious breaches of discipline, for example, fighting and bullying, will be acted upon firmly. Bullying can take a number of forms and is not restricted to physical threats or injury. In assemblies and in class the issue is regularly addressed and pupils are encouraged to speak to adults in the school about any problems they are encountering. When bullying is discovered in the school parents will be informed of the problems their child is causing. The parents will be invited to visit the school to discuss their child's behaviour and to work with the school in overcoming the problem. If the bullying persists the Governing Body have the right to exclude the offender from school, either temporarily or permanently.

Parental Concerns

It is important that parents also take the initiative to inform the school of their concerns about behaviour and breaches of discipline. If your child is unhappy at school because of teasing or bullying by other pupils please let us know. Similarly, if you are aware of bad language, racism or other anti-social behaviour occurring within the school it is important that you inform either the headteacher or the class teacher.

Code of Conduct

The rule for all of us is: Everyone will act with courtesy and consideration to others at all times.

We expect pupils to follow these guides:

1. Always try to understand other people's point of view.
2. In class make it as easy as possible for everyone to learn and for the teacher to teach. (This means arriving on time with everything you need for that lesson, including PE and Swimming Kit, beginning and ending the lesson in a courteous and orderly way).
3. Move gently and quietly about the school.
4. Always speak politely to everyone.
5. Be silent whenever you are required to be.
6. Keep the school clean and tidy so that it is a welcoming place we can all be proud of.
7. Out of school, walking locally or with a school group, always remember that the school's reputation depends on the way you behave.

Secondary Transfer

At the end of Year 6 the pupils will transfer to a secondary school of their choice. The nearest Catholic secondary school is Cardinal Griffin, Cannock. Parents will be kept fully informed of the choices available.

Homework

At both key stages reading should be practised nightly with the child. The Government recommends between twenty and thirty minutes. Spellings should also be practised at home.

It is very important that parents continue to help their children with their reading in Key Stage 2. In addition Key Stage 2 classes receive weekly homework based on basic skills. The homework will last between twenty and forty minutes. Spellings will also need to be practised at home.

Parental co-operation is essential when such homework is given.

Questions and Answers

Q. What if my child is sick?

A. Your child should not be sent to school unless they are well enough to participate in all normal activities.

Parents should contact the school on the first morning of absence.

If your child is taken ill at school or has an accident, the school will notify you or other nominated contact as soon as possible.

Q. What if my child is to be absent for a reason other than sickness?

A. If a child is to be absent for any reason other than illness permission must be sought from the headteacher and the Governing Body of the school.

Q. What if my child is late?

A. Punctuality at school is insisted upon. If children are late, however, they should be brought to the secretary's office. Children arriving after registration will be marked as an unauthorised absence.

Q. What if the weather is bad?

A. During times of inclement weather, children are supervised in their classrooms during break times.

If there is snow, a text message will be sent to parents there are also reports on the local radio stations, (WM, BRMB) giving details of school closures.

Q. Can my child bring sweets, toys, valuables to school?

A. Children are not allowed to bring toys or valuables to school. This prevents arguments over ownership and removes any temptation to take or damage other's property.

Fruit is provided for the Key Stage 1 children.

Juniors may bring a piece of fruit, to eat at break times or buy a slice of toast from the school canteen. Chewing gum is not allowed.

Reception children will be provided with a drink and fruit each morning break. The Reception teacher will issue further details to parents.

Q. What if my child has a dental / medical appointment in the morning and will be late arriving?

A. The class teacher should be informed on the previous day. If you are unable to notify the class teacher then please contact the office before 9.15 am on the day.

Q. What if I need to see the headteacher or class teacher?

A. If you need to see either the headteacher or your child's class teacher contact the school office and an appointment will be made at the earliest possible convenience.

Q. What if my child forgets lunch, equipment etc.?

A. If your child forgets their PE kit, swimming kit, reading book or lunch etc. it can be brought to the office before 1030. It will be passed to your child, or the class teacher, as soon as possible.

Q. What if my child is taking medication?

A. Any medication, including inhalers, should be clearly labelled and sent into school with a note stating the dosage and time the medication should be given.

Only prescribed medicines are allowed.