

# **HOLY TRINITY PRIMARY SCHOOL**



## **SEPTEMBER INFORMATION SHEET**

**2019**

Dear Parent

I hope you all had a wonderful summer. The children have returned to school looking fantastic in their new uniforms and all ready for work. Can I remind you to please write your child's name on every part of their uniform including their coats in case they get lost.

### **School Dinners**

If you think your child may be entitled to a free school meal please request a School Meals Form from the Office. Policy has now changed and many more people on a range of incomes and benefits are now entitled. Even if your child may not eat a dinner every day can I ask all parents, if they think they may be entitled, to please apply as the percentage of children on free school meals does have a huge impact on our budget allocation. We get additional money into our school budget the more children we have on free school meals. So I would ask, if in doubt, please apply.

Menus will be distributed next week. Our dinners are excellent and both healthy and nourishing. Dinners cost £2.60 daily.

### **Curriculum Meetings**

Your child's curriculum meeting will take place during the month of September. It is important that you make every effort to attend as you will be given important information about the school and the curriculum your child will be following this year. Mrs Boyd will address the meeting and then the teachers will meet with parents to discuss what they are planning this year. It will last approximately 30 minutes.

17<sup>th</sup> September- 3.00- P5 and P6 Curriculum Meeting

18<sup>th</sup> September- 9.15- P3 and P4 Curriculum Meeting

19<sup>th</sup> September- 9.15- P1 and P2 Curriculum Meeting

### **Important Dates**

16<sup>th</sup> October 10.00 First Communion Enrolment

19<sup>th</sup> November- 10.00 Service of Commitment – P7

28<sup>th</sup> November 10.45- Service of Light- P7

13<sup>th</sup> February 10.45 First Penance Enrolment

2<sup>nd</sup> April- 1.00 First Penance

13<sup>th</sup> June 11.00 First Communion

**All assembly dates are on the website**

### **Counselling Service**

This year we will continue to offer a counselling service. If your child is lacking in confidence, if they have experienced bereavement, family separation, if they have anger or behaviour issues, has difficulty making friends, then your child may benefit from speaking to our counsellor. If you wish to speak to the counsellor please contact Mrs Boyd.

### **Morning arrangements**

School does not officially start for any child until 9.00. If a parent chooses they may bring their child into school at 9.00 where they will be collected from the yard by the class teacher. In order to accommodate parents, we do permit parents to bring their child into school from 8.45. It is the parents' decision whether they stay with their child in the playground until 9.00 or leave them in the playground where there are staff on duty. We are aware that there are open gates in the yards to allow children to come into school and allow parents to exit. We cannot close the gates as they need to be open in case of an emergency and we have to evacuate the yard. Children are regularly reminded that they are not permitted to leave the yard and footballs are not permitted in the KS1 yard in the morning when the gates are open to prevent the ball going into traffic.

### **New Morning Club**

Last year, parents had asked about the possibility of a morning club similar to the one operating in St Martin's. We will operate a morning club from 8.30 for pupils in P1-P4. This will be supervised by classroom assistants and there will be a weekly fee the same as St Martin's. This will begin on the 30th September and you will receive more information this month.

### **P1 and P2 After School Club**

The after school club for children in P1 and P2 will begin on the 1<sup>st</sup> October and will take place Tuesday to Friday from 2.00-2.45. The club will only be available to pupils who have an older brother or sister in P3-P7. Parents will be issued with a letter in September and places will be allocated on a first come basis. Pupils who do not get a place, will be placed on a waiting list until a place becomes available.

Pupils whose attendance at the club is sporadic or if they do not attend for two weeks, will lose their place. We apologise in advance as we know the need will exceed the places available but we must ensure the health and safety of the pupils.

### **Reminder of School Rules and Arrangements**

1. School begins at 9.00 for all children. School finishes at 1.45 for all children every Monday
2. **P1 pupils** will be collected from the P1 yard at 8.50 by the class teacher. Parents should remain with their child until the teacher comes. If you arrive after 8.50 you

should bring your child directly to the classroom. Children should be collected from the classroom at 2.00

3. **P2 pupils** should be brought to the classroom at 8.50. They should be collected from the yard at 2.00.
4. **Parents are reminded that the speed limit within the school grounds is 5mph.**  
We would ask parents not to park on the turning circle, at the school gates or on the yellow lines. There are several car parks within the school grounds and we would ask parents to please use these.
5. The internal gates will be closed daily at 9.15 and access to the school will be through the main entrance only.
6. Can parents please remind their child to bring in their break and PE uniform.
7. If a different person is collecting your child, we would ask parents to let the class teacher or office staff know the name and designation of this person. In line with our Child Protection Policy, staff will not release a child into the care of any person if they feel they are incapacitated, intoxicated or incapable of responsibly supervising your child.
8. Following EA regulations, we are a healthy school and crisps, fizzy drinks, chocolate and sweets are not permitted at break or lunchtime.
9. Dogs, even those on a leash, are not permitted in the school grounds at any time.
10. Parents are asked not to take hot drinks on the premises.
11. If your child is off school, please send in a note explaining their absence on the day of their return.
12. We would ask parents to please make every effort to make appointments outside of school hours. If you wish to get your child out of class early you must speak to Mrs Boyd or Mr White. Please do not go directly to the classroom.
13. If you have a problem please come and speak to the class teacher or Mrs Boyd. Please give us the opportunity to try to solve your problem. We would prefer you talk to us rather than use Facebook.
14. If there is a problem at home which could affect your child in school, please come and see Mrs Boyd or Mr White confidentially.
15. Counselling is available again this year. If you feel your child would benefit from counselling, please see Mrs Boyd.
16. Following regulations from the Department of Education, please note that this is a no smoking school both in the school building and in the school grounds. This includes e-cigarettes.
17. Children should come to school in full uniform. PE uniform should be worn only on PE days.
18. Hoop earrings and rings are not permitted in school.
19. Children are not permitted to bring mobile phones into school. If, on the rare occasion a child needs to bring in a mobile phone it must be accompanied by a note and left in Mrs Boyd's office.
20. Abuse to staff or derogatory comments about the school, is not acceptable. This includes abusive comments made on social media.

21. Independence and Homework- Please support staff and ensure that your child completes their homework every night. If there is a problem with this, please speak to the class teacher.
22. If you change your phone number please inform the school immediately to ensure we are able to contact you and you can receive texts.
23. We would ask that children contribute to the school fund every Tuesday by contributing 50p per child and £1.00 per family.
24. Please check the school website and Twitter regularly- all relevant information will be posted here.

### **Disruption to Classes**

We have noticed that there has been an increase in the number of parents who are taking their child out of class early. Telephones are not available in every classroom and therefore when the office staff phone up to get your child out of class they are not only disturbing your child's class but also the class who have a telephone in their room.

Parents are also continually ringing near home time to ask office staff to pass on information to a child- where they have to go after school. Once again this is very disruptive. Please let your child know arrangements before they come to school. Thank you

### **Priorities this year**

This year our priorities will continue to be

1. Esafety awareness
2. Developing Reading Strategies
3. Accelerated Reading
4. Jolly Phonics
5. Spelling
6. Developing Problem solving and Reasoning Skills
7. Developing Coding
8. Developing resilience and improving mental health

### **Parent Involvement**

This year Mr White will be sending out information about parent courses. If you are interested in attending, or if you have any suggestions please contact Mr White. We hope to continue to work in partnership with our parents.

Essential Skills in ICT- starts Friday 20<sup>th</sup> September 1.00-3.00

Essential Skills in English- starts Tuesday 17<sup>th</sup> September 1.00-3.00

For more details contact Mr White

## **CHILD PROTECTION POLICY SUMMARY HOLY TRINITY PRIMARY SCHOOL**

We in Holy Trinity Primary School have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our Pastoral Care Policy, which aims to provide a caring, supportive and safe environment, valuing individuals for their unique talents and abilities, in which all our young people can learn and develop to their full potential. One way in which we seek to protect our pupils is by helping them learn about the risks of possible abuse, helping them to recognise unwelcome behaviour in others and acquire the confidence and skills they need to keep themselves safe.

The purpose of the following procedures on Child Protection is to protect our pupils by ensuring that everyone who works in our school – teachers, non-teaching staff and volunteers – has clear guidance on the action which is required where abuse or neglect of a child is suspected. The overriding concern of all caring adults must be the care, welfare and safety of the child, and the welfare of each child is our paramount consideration. The problem of child abuse will not be ignored by anyone who works in our school, and we know that some forms of child abuse are also a criminal offence.

### **We define child abuse as follows:**

**Neglect:** Neglect is the persistent failure to meet a child's physical, emotional and psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate food, clothing or shelter, failing to provide a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision

**Physical:** Physical abuse is the deliberate physical injury to a child or the wilful neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour

**Sexual:** Sexual abuse involves forcing or enticing a child to take part in sexual activities. The activities may involve physical contact, or may include non contact activities such as involving children looking at, or in the production of pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

**Emotional:** Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe or persistent adverse effects on the child's emotional development. It may involve conveying to the child that he/she is worthless, unloved, inadequate or valued only in so far as he/she meets the needs of another person. It may involve causing a child to feel frightened or in danger, or the exploitation or corruption of a child. Some level of emotional abuse is involved in all types of ill treatment of a child though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose a child to emotional abuse.

**Exploitation-** the intentional illtreatment, manipulation or abuse of power and control over a young person. To take selfish, unfair advantage of a child or situation for personal gain

**Bullying:** We in Holy Trinity Primary School recognise that bullying is a highly distressing and damaging form of abuse and will not be tolerated in our school. Staff in the school will be vigilant and will take immediate steps to stop it developing, protect and reassure the victims and discipline and support the child involved in the bullying behaviour.

Complaints from parents about bullying will be dealt with promptly, fully investigated and a response given through the designated teacher as regards the action taken. (See Bullying Policy)

#### **PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE**

- The Designated Teacher for Child Protection is Mr White and the Deputy Designated Teachers are Mrs Devlin and Miss Murphy.
- Any disclosure or suspicion of abuse from a child will be dealt with promptly.
- The teacher/adult will not investigate but report to the Designated Teacher who will make full notes.
- The Designated Teacher will consult with the Principal, plan a course of action and ensure there is a written report.
- After consultation, if it is thought the child is at risk, a referral will be made to social services and parents informed (unless there are concerns that the parent is the abuser).
- The Principal may seek clarification/advice from the EA/CCMS designated officer or the senior social worker before making a referral. The fullest consideration and advice will be taken before making a referral as the safety of the child is our first priority.
- If a complaint about possible child abuse is made against a member of staff, the Principal or Designated Teacher must be informed immediately. The above procedures will apply and where the matter is referred to social services, the staff member will be removed from duties involving direct contact with children or suspended, pending investigation by social services. The chairperson of the Board of Governors will be informed immediately.
- If the complaint is made against the Principal the Designated Teacher must be informed, who will then inform the Chairperson of the Board of Governors and decide on the necessary action.

**Any information given to staff about possible child abuse cannot be held in confidence. In the interest of the child, staff may need to share this with other professionals on a “Need to know” basis. A full copy of our Child Protection Policy is available from the School Office.**