# St Paul's C of E Primary

# Parent Handbook

St Paul's
C of E Primary School

A place to belong

# Welcome to St Paul's C of E Primary

**Christie Clarke**

**Headteacher**

It is my pleasure to welcome you to St Paul's C of E Primary. We are a Church of England, voluntary controlled school situated in Holgate that caters for children aged 4 to 11 years, with approximately 190 pupils on roll, St Paul's C of E is a vibrant, happy school with a strong reputation within York for achieving high levels of academic success.

Founded in 1874, St Paul's C of E Primary's distinct, Christian character means we provide a nurturing environment within which children thrive. Our core aims are to ensure everyone feels safe, happy and valued and is supported to achieve their full potential.

I hope this Parent Handbook will give you an overview of the information you require, prior to your child starting school.

Christie Clarke

Headteacher


**St Paul's C of E Primary School**

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***Headteacher:*** **Christie Clarke**

***Chair of Governors:*** **Tom Mitchell**

# Our Vision & Values

Our aim is to provide an exciting, well-rounded and inclusive curriculum to prepare our pupils for the next stage of education, and for their future. Alongside this, we believe in teaching our children to have sound core values with an emphasis on respect for others, mutual understanding and a celebration of diversity. At the heart of our ethos and curriculum design are our school vision and values.

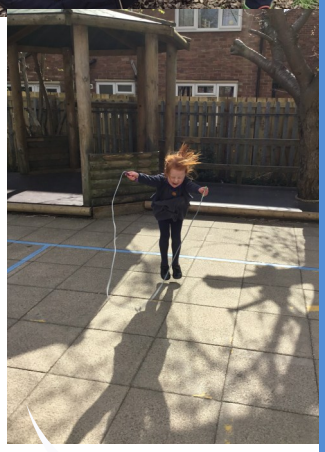
## Our Aims & Christian Vision

Our school is a family where everyone feels safe, happy and valued and is supported to achieve their full potential. We will develop compassionate and caring individuals who depend on one

## Our Core Values

All that we do is underpinned by the core Christian values of Family (Koinonia), Compassion, Perseverance and Forgiveness.

***"Though we are many, we form one body, all joined together as members of the whole. We each have different gifts, according to the grace given to each of us. We must use them wisely."***



# Home School Partnership

## *The partnership between home and school, is crucial in providing the very best start for children.*

We are as committed to supporting families as we are children and we pride ourselves on our school family ethos where staff, pupils and parents all know each other well. It is key that parents feel they belong at St Paul's C of E Primary, as by working together in partnership, we aim to provide the very best start in life for all of our children to help them achieve their full potential.

We therefore see you as an active partner in your child's education and we really value your interest and support. Our aim is to provide lots of opportunities throughout the year for parents to be involved in all aspects of school life: from helping out in classes; supporting on school trips; attending our Church or curriculum events or fabulous productions; or being a member of our parents group, 'The Friends of St Paul's' (FOSP).

We have an open door policy to ensure effective communication between families and school. Staff are available to answer any questions at the start and the end of the school day and we invite parents into school in the Autumn and Spring terms to discuss your child's progress at parent consultations. We also provide parents with an end of year report in the Summer term.

## Celebration of Learning

Learning and other achievements are regularly celebrated in school through a variety of ways and we actively involve parents in this through: our fortnightly newsletters which share our Stars of the Week, Sports Stars and half-termly Reader and Writer of the Half-Term; and the half-termly class newsletters which celebrate project learning. We pride ourselves on not just celebrating pupil academic success, but having a strong focus on children putting our core values into action and also celebrating achievements outside of school. If your child does achieve outside of school they can share their achievements at our Stars of the Week Assembly each Friday.

## Transition Starting and Leaving School

It matters to us that parents are reassured regarding a smooth transition for children both starting  school in Reception and leaving school in their transition to secondary education at the end of Year 6. We invite both pupils and parents into school during transition week in July for a number of EYFS "Play and Stay" days and meet with parents to discuss their child's individual needs and interests early in September before they start school. We also have strong relationships with all York feeder secondary schools and work proactively with them around transition from Year 6 – Year 7.

# Home School Agreement

## School

- Provide a place where everyone feels safe, happy and valued, and is supported to achieve their full potential.
- Develop compassionate and caring individuals who are highly motivated, interdependent and have a life-long love of learning in preparation for the future.
- We will do this through our Christian values of Family (Koinonia), Compassion, Perseverance and Forgiveness .
- Communicate on general information with parents via Class teacher or Headteacher.
- Offer consultation as follows: Autumn Term, parents evening, Spring Term, parents evening, Summer Term, written report on progress for the academic year.
- Follow the school behaviour and anti-bullying policies.
- Set homework within the guidelines of school policy.
- Inform parents when a child who walks unaccompanied to school does not arrive and no message has been received.
- Contact parent/carer of all children who have not arrived in school and have not notified school by 9am of their child's absence and the reason for their absence.

## Parents/Carers

- ·Support the school's ethos, vision and core Christian values for the education and well-being of their child.
- Inform the school promptly of any issues which are likely to affect the child's work or behaviour.
- Support the behaviour and anti-bullying policies of the school.
- Ensure the child is on time for school each day.
- Contact school by telephone, leaving a message if necessary, before 9am if a child is absent, giving the reason for their absence.
- Avoid taking family holidays during term time and ensure a good level of attendance.
- In the event of extenuating circumstances impacting your child's attendance, a leave of absence form must be completed for the Headteacher to authorise.

**Please note that this is an example of a Class Reception agreement and each year groups change slightly with homework expectations.**

# Our E-Safety Rules

**EYFS & KS1**

I will be careful with the computers/chromebooks/Ipads.

I will only use technology for school tasks and homework.

I will not send messages to anyone, unless my teacher says it is OK.

I will never give out my name, home address, telephone number, or any other information about myself or my family.

I will tell my teacher if I find any words or pictures which make me feel unhappy or confused.

**KS2**

I will take good care of all the computing equipment and treat it with respect.

I will use the computers/chromebooks/Ipads only for school tasks and homework.

I will not send or receive E-mails to or from anyone, unless I have the teacher's permission.

Any messages I do send will always be polite and responsible.

I will not open or login to other children's accounts or folders.

I will never give out my surname, home address, telephone number, or any other information about myself or my family.

I will let a teacher know if I find any pictures or writing which make me feel uncomfortable. I know I will not be in trouble for this.

I understand that the school will, from time to time, check the computer files and monitor internet sites I have visited.

# The School Day

| | |
|---|---|
| 8:40am | The school gate opens for pupils and parents to enter the playground.<br>Access to the adventure playground equipment is not permitted due to health & safety issues. |
| 8:45am | The school bell rings to allow pupils to line up on the playground in their year groups and enter school for registration. |
| 8:50am | The school gate closes.<br>Any pupils arriving late after this time will need to access school through the front entrance. |
| 10:30am | Morning playtime. |
| 12:00pm -1:00pm | Reception & KS1 lunchtime. |
| 12:10pm - 1:10pm | KS2 lunchtime. |
| 3:15pm | Classes are dismissed on the playground. |

Our youngest children also have a daily, afternoon break that is flexible, according to teaching & learning.

# Dropping Off & Collection

## Dropping Off

To foster a sense of independence, the children are encouraged to enter school on their own every morning with their teacher, after the bell has rung on the playground. The office often support with the start of the school day and therefore are not always available on a morning, we encourage parents to call or email if they have a question for the office at this time.

## Collection

At home time, all children are accompanied to the playground by their teacher for dismissal. Pupils are handed over personally to parents or to after school club for the safeguarding of pupils.

If the usual person is not collecting your child, please send written permission or call the school office as soon as possible to give permission for someone else to do so.

Year 5 children (during the summer term) and Year 6 children, are permitted to walk/cycle home alone but written permission from a parent must be given. Y5/6 pupils are not permitted to have mobile phones in school but can bring these if walking home on their own, the teacher will collect these on a morning and hand them out at the end of the day.

# Lates, Absence & Holidays

## Lates

It is important that children arrive on time to enter school at 8:45am so that they can settle into their classes ready for learning to begin.  A quiet and relaxed start sets the tone for the day. If you are running late, you must call the school to let us know and a member of the admin team will take a child to their classroom.

## Absence

We have a statutory requirement as a school to account for all absences, whether authorised or unauthorised; therefore we need to know the reason for any absences. Please either telephone or email the school by 9am on the first morning of your child's absence. The admin team will call any families who we have not heard from. Pupils absences are regularly monitored and should remain above 95%, letters will be sent home for any pupils whose absence is a concern.

## Holidays

Absence or holidays in term time only may be authorised in special, extenuating circumstances, such as a family bereavement. Written request to the headteacher is required , completion of our holiday request form available from the school office.

This is a DfE requirement and parents who take their children out of school for a holiday during term time may incur a fixed penalty fine.

# School Holidays 2025/2026

| School Closes | | School Reopens |
|---|---|---|
| Friday 18 July 2025 | **Summer Holiday** | Tuesday 2 September 2025 |
| Friday 24 October 2025 | **Half Term Holiday** | Monday 3 November 2025 |
| Friday 19 December 2025 | **Christmas Holiday** | Tuesday 6 January 2026 |
| Friday 13 February 2026 | **Half Term** | Monday 23 February 2026 |
| Thursday 26 March 2026 | **Easter Holiday** | Monday 13 April 2026 |
| | **May Bank Holiday – Monday 4 May 2026** | |
| Friday 22 May 2026 | **Half Term Holiday** | Monday 1 June 2026 |
| Friday 17 July 2026 | **Summer Holiday** | |

**Training Days (incorporated in the dates above) –**

Monday 1 September 2025

Monday 5 January 2026

Friday 27 March 2026

Friday 10 July 2026

Monday 20 July 2026

# School Uniform

We expect all children to wear school uniform at St Paul's C of E Primary as it fosters a sense of belonging and community.

Our school uniform expectations are:

**Shoes**
Winter—Black shoes. Summer - Black leather sandals with ankle straps with no open toes
***Trainers or plimsolls are not allowed unless for PE***

**Trousers and Shorts**
Black or grey trousers or shorts
Dresses and skirts with tights or socks
Black or grey pinafore dress or skirt
Summer - gingham dress, preferably blue, red or gold
***Leggings are not permitted with skirts or summer dresses***

**Polo Shirts**
Blue, red or gold polo-shirt with or without school logo

**Sweatshirt / Cardigan**
Navy blue sweatshirt or cardigan with or without school logo

**Socks and Tights**
Plain black, grey or white tights or socks

**Book Bag**
Navy blue book bag
***As space is limited in school we would kindly ask that children do not use a rucksack for their book bag.***

**PE Kit**
Plain White T-Shirt with or without school logo
Black or grey PE joggers or shorts
Black pumps or trainers
Draw string PE bag with or without the school logo
***For PE days children should come to school in their PE kits.***

**School Uniform Provider**
It is not compulsory, but if you would like to purchase items that include our school logo our uniform provider is Gooddies, items can be purchased via the web shop https://www.gooddies.co.uk/product-category/schools/st-pauls-cevc-primary-school/ Please order and pay for uniform online (not via the school) and have items delivered either free to school or via a home delivery with an additional charge. There are two order deadlines on the 15th day and the last day of each month.

**Second Hand Uniform**
We have a supply of good quality second hand uniform, which the school office can help you with. Please speak to us if you need support with buying new uniform.

***Jewellery including earrings and nail varnish are not permitted in school. Please make sure all children with long hair have their hair tied up.***

Please ensure all school uniform is clearly named. Lost property is based in the KS1 glass corridor.

# Breakfast & After School Club

St Paul's C of E Primary School supports working families by offering high quality wraparound child care before and after school for children who attend our school.

We have partnered with Childcare Bookings for Schools (CBfS). For more information about their service and how they work with us, please see our website.

https://stpaulsprimaryyork.com/parents-carers/breakfast-after-school-club/

## Breakfast Club

Runs from 7.30am – 8.50am - £5

At St Paul's, we recognise the importance of eating a healthy breakfast before starting the school day. It is linked to improved concentration, increased energy, a higher intake of vitamins and minerals, and even a healthier lifestyle. Therefore children at this club will have the opportunity of a nutritional choice of breakfast food and milk or water to drink.

## After School Club

Runs from 3:15pm – 6pm - £10.50

Refreshments and snacks are provided.

## Activities

For both of our clubs, the children will have the opportunity to engage in a variety of activities, including arts, crafts and themed weeks/days. They will also have access to our school playground and outdoor equipment.

## Bookings

Please register both yours and your child's details with Childcare Bookings (CBfS) to book a session and then follow the link for support. All sessions must be booked and paid for in advance. For more support please contact Childcare Bookings at **01444 523335** or contact them via email at **stpauls@cbfs.uk**

# School Meals & Snacks

## School Meals

All infant children (Reception, Year 1 and Year 2) are eligible for a free school meal. Excellent, cooked to order lunches are provided on site by Mellors Catering.

They offer a choice of dishes, and the menus are published here on our website. The current cost of a lunch is £2.85 per day (although this is subject to change). We request payment be made online via ParentPay. Facilities are also provided for children who bring a packed lunch.

The menu is changed twice a year and the Summer Menu runs on a 3 week rolling programme from the beginning of the Summer term until the October half term holiday. You can be flexible with the mix of meals and pack ups but ideally the pattern must be the same every week. This enables our kitchen staff to plan accordingly. Children will be asked each morning their lunch choice and this will be noted on the dinner register. We promote healthy packed lunches in school, please ensure your child is sent with a healthy, balanced lunch.

Children who require a special diet are also catered for. If you think your child may require a special diet please request the Special Dietary Needs Form from the School Office.

**St. Paul's CE Primary School is an allergy aware school. Please bear this in mind when preparing your child's packed lunch, we would ask that nuts are not to be sent into school in any form.**

## School Milk & Snacks

Milk is also available to all pupils, and is free for pupils under five years old. You can register your child for milk at www.coolmilk.com/parents

All children, up until the end of Year 2, also receive a piece of free fruit daily under a Government scheme. Children may also bring their own healthy snack, but not sweets or crisps.

## Free School Meals & the Pupil Premium

All children in Reception, Year 1 and Year 2 are automatically eligible to receive free school meals. Parents and carers who are in receipt of certain income-related benefits may also be entitled to free school meals for their children. Parents/carers of children in Early Years and Key Stage 1, who are entitled to a meal under the universal infant free school meal initiative, but who feel they may meet the income criteria are asked to apply as your child's school will benefit from additional funding known as the pupil premium. You can request the relevant document to complete from the School Office. All claims are treated in confidence and the same meals are provided to all children whether they are paid for or provided free.
Children also in receipt of pupil premium are supported in school and can have access free clubs each year as well as school trips paid for. Please ask the office if you think your child may be entitled to pupil premium funding.

# Parent Pay

Like many other schools, we use an online cashless method of paying all monies (dinner money and school trips) called ParentPay. The system is very user friendly, and saves both parents and the school valuable time.

Parents/Carers will receive a username and password when their child joins our school. You then need to visit www.parentpay.com and activate your account via the Account login area on the home page of the site.

## New to ParentPay

You have a secure online account, activated using a unique activation username and password; you will be prompted to change these and to keep them safe and secure as your Username and Password for future logins.

ParentPay holds an electronic record of your payments to view at a later date. Once you've activated your account you can make online payments and also receive communications direct from school straight away.

If you have two or more children at a ParentPay school, you only need to activate one account to create your 'main account' and then add your other children via the Add a child tab on your home page. You will need the individual code for each child to enable you to add them on to the main account.

## Existing Account Holders

If you already have a ParentPay account, either with our school or another ParentPay school, you can simply login to that account and add your other children via the Add a Child tab on your home page.

Please do not hesitate to contact the school office if you need any assistance.

## Parentpay Communications

Parentpay is used for communication at times. A text message will be sent to inform parents if their child has had a minor head bump in school, if a club is cancelled at short notice or for updates regarding timings when pupils are on a school visit. Emails are sent in connection with school meal payments, Free School Meal vouchers, club and visit updates.

# Additional Information

## Medicines

It would be appreciated if parents dealt with the administration of medicine at home. If a child requires prescribed medication for 4 times or over a day, during school hours however, then parents are asked to deliver the medication to the school office and not the class teacher.

The medicine should be brought to school by a parent or other adult. It is also necessary for you to complete a form, available from the School Office, giving permission that the medication may be administered to your child. The medicine should be in a properly labelled container. The label should contain the following information:

- the child's name
- the name of the medicine
- the dosage and time of administration
- date of dispensing
- storage instructions
- expiry date

If your child has a long-term illness such as epilepsy or asthma and requires medication on an infrequent and irregular basis, please contact the school. The school is advised that it should only accept responsibility where specific guidance has been received on the nature of the emergency and the procedure necessary to cope with it.

Parents of children with allergies or a permanent medical condition should complete an individual health care plan and forms are available from the School Office.

## Library

Our Library is open to families every day after school and we encourage you to access this facility as often as possible and borrow books to take home to share with your children**.**

## Daily Worship

Collective worship forms an integral part of our school community and takes place on a daily basis. Members of the church, staff, our pupil 'Worship Squad' and visitors from the wider community lead our acts of collective worship. If parents wish to exercise their right to withdraw their child from Collective Worship they should in the first instance, make an appointment to see the Headteacher.

## The Friends of St Paul’s

The Friends of St Paul’s (FOSP) primary focus is to raise funds to support St Paul’s C of E Primary, in order to benefit and enhance the quality of education and experiences of all pupils. Everyone who has a child at St. Paul’s C of E is a Friend of St. Paul's and as many volunteers as possible are welcomed to support FOSP and the school in the following areas:

- to help and support at FOSP events throughout the academic year
- to attend FOSP meetings and contribute to ideas regarding how funds can be raised
- to make suggestions and decisions on how the money is used to benefit school

Everyone is welcome! Please do come along to the meetings or contact the FOSP members via the School Office.

# Supporting Your Child at Home

## Before Your Child Starts Reception

There are a number of ways in which you can help support your child before they start in EYFS Reception:

- Encourage your child to recognise their name and belongings. Labelling everything clearly (coat, jumper, book bag, lunchbox etc.) helps with this.
- Sharing books together is extremely important and very enjoyable. It is the best way to develop a love of books and stories. This promotes a good attitude towards reading and also has a positive impact on when a child starts to write.
- Encourage your child to dress themselves and to put on and take off their own coat and shoes.
- Children should also be able to ask for and use the toilet by themselves.
- Hygiene and hand washing should be encouraged.

## Once Your Child Has Started Reception

- Encourage your child to talk about what he/she has done each day.
- Complete the phonics, spelling, reading or mathematical activities sent from school.
- Support your child to complete the independent choice homework grid, linked to project learning.
- Share stories, songs and rhymes.
- Encourage mark making at home which can include; painting, chalks, drawing.
- Take part in counting and finding shapes in the environment.
- Help them practise opening and closing their own lunch box or using a knife and fork.
- Share your child's reading and library book with him/her.