

Welcome to  
St Margaret Clitheroe  
Catholic Voluntary  
Academy

**Information Pack for F2 Parents**

## Headteacher's Welcome

On behalf of all of the children, staff, and governors, we would like to warmly welcome you to St. Margaret Clitherow Catholic Voluntary Academy.

At St. Margaret's we believe that every child is special and that 'the child is at the centre of everything we do.' At the heart of our school is our Catholic faith and we strive to ensure that the children develop spiritually and morally as well as academically, physically, socially and creatively.

We strive to be a place where children are happy and enjoy their learning in a safe and secure environment. We are committed to developing the talents and skills of every child to enable them to achieve the best that they can. We also wish to nurture their spiritual and personal development so that they will grow in their understanding of our mission statement, 'Love one another as I have loved you' (John 13:34-35) and become caring and responsible citizens.

We know that starting school is an important milestone for you and your child. We hope this booklet will provide you with all the information you need to ensure the move to school goes smoothly. If you do have any queries, please contact our school office in the first instance and one of the team will get back to you.

We are looking forward to meeting you all

Miss Reilly and Mrs Sweeney-McGinty

Co-Headteachers

## School Contact Details

St Margaret Clitherow Primary and Nursery Catholic Voluntary Academy  
Mildenhall Crescent  
Bestwood Park  
Nottingham  
NG5 5RS

Telephone Number - (0115) 915 0296

Email address - [admin@st-margaretclitherow.nottingham.sch.uk](mailto:admin@st-margaretclitherow.nottingham.sch.uk)

School Website - <https://www.st-margaretclitherow.nottingham.sch.uk/>

School Twitter – [SMClitherowNott](#)

## Meet the Team

It is our belief that all children in our care should aim to reach their full potential whilst learning in a safe, stimulating and happy environment. Our aim is to build on what the children already know, offering them a wide range of quality activities to extend their learning, together with experienced and committed practitioners who have a sound understanding about how children learn.



Miss O'Neill  
Class Teacher



Mrs Waszkiewicz  
Teaching Assistant



Gemma  
Teaching Assistant

## The School Day

### School starts at 8:55am

At the start of the day, you should line your child up with their class at the green gate – this is next to the main school entrance. Teaching staff will come and meet you and your child at the gate. The class teachers will take their class into school. Parents should say goodbye to their children at the gate. Any children arriving after this time should be taken to the school office and signed in.

### School ends at 3:10pm

At the end of the day, please line up at the green gate. The class teacher will bring the class to the green gate and dismiss them. If someone different is collecting your child, please let us know in advance. If your child is not collected on time, they will be sent to after school club which you will be charged for.

The school day is a busy one and will be similar to the example below.

8.55 - Children line up with their class and are taken into school by teachers.

8:55 - 9:00 Register is taken.

9.00 - Phonics Sessions

9.20 - English/Maths and Continuous Provision activities.

10.15 - Snack time

10.30 - Playtime

10.45 - English/Maths and Continuous Provision activities

11.45 - Lunchtime

12.30 - Register

1:10 - English/Maths and Continuous Provision activities.

3.00 - Story Time

3.10 - Home Time

We will have class PE sessions once a week with Mr Bourne who is a specialist sports coach. This will be on a **Monday**.

### Absences

If your child is too poorly to attend school, please telephone the office on the first day of their absence, advising us on the reason for the absence. If your child has sickness and/or diarrhoea, they must be clear of symptoms for 48 hours before returning to school.

## **School Dinners**

School dinners are free of charge until the end of Year Two. School meals are provided by Aspens and are cooked on the premises. The children will choose from a varied selection taken from a three week menu cycle of hot meal choices, sandwiches and filled jacket potatoes. Please see the menu in your welcome pack. Please help your child choose BEFORE they come to school what they would like so they can tell their teacher.

If you would like your child to bring a packed lunch please provide a healthy lunch and ensure that the lunch-box is clearly labelled with their name. Please be aware that St Margaret Clitherow is a NUT FREE ZONE.

When children have finished eating their lunch, they will walk from the dinner hall to the playground where they will have time to run around and play before lunch time ends at 12.30 when they will return to their classrooms for the start of the afternoon session.

## **Pupil Premium Funding**

The Pupil Premium provides extra funding within the school for additional equipment and support. Pupils eligible for Pupil Premium, due to economic circumstances, will also be eligible for Free School Meals. Please complete the Application for Pupil Premium Funding form in your pack and return it to the school office.

We would encourage you to apply even if you think that you will not be eligible. The School staff will then inform you of your eligibility.

## **Fruit and Milk**

All children will receive a free carton of milk each day until the term of their 5th birthday. After this, milk can be purchased at a small cost. You will need to apply online to receive this milk. Please see leaflet 'Why Milk is Great'. All children will also get a piece of fruit each day up until Year 2, free of charge. A selection of fruits are offered throughout the week and children can access this from the snack table whenever they feel hungry during continuous provision time.

## **Biscuits**

We also offer the children a biscuit at snack time at a small cost. Please see attached letter about biscuits.

## Water bottles

In addition to this, your child must bring a bottle of water to school, clearly labelled with their name, which they can access at any time during the day. Fruit juice, sweetened or fizzy drinks are not allowed.

## Baking and Growing

Throughout the year we plan activities to enhance the children's learning that may need additional resources. We ask for a contribution of £2.50 per term towards the cost of resources.

## School Uniform

Wearing a school uniform encourages a sense of belonging for young children. We ask you to encourage your child to wear their uniform with pride.

**School uniform can be ordered through the school office. (please see uniform order form)**

We expect all children to wear full school uniform everyday.

- Red jumper or cardigan containing the school logo



- White polo shirt with the school logo



- Dark grey trousers, shorts, skirt or pinafore



- Red gingham summer dress
- Plain red, black, white or grey tights
- White or grey socks for girls
- Grey socks for boys

- Sensible black shoes, ones with Velcro fastenings are the easiest for young children (not trainers or plimsolls)
- If your child has pierced ears, earrings should be studs only. Earrings should be removed for PE days. No other jewellery is permitted.
- Hair decorations should be minimal.

**Please ensure that your child's name is in all items of clothing.**

Sometimes items of clothing do go missing and it is a lot easier to find them if they are clearly labelled! Your child will be taking part in lots of interesting and sometimes messy experiences, even though aprons are available they may come home a little dirty!

### **PE Kit**

Your child's PE day is **Monday**. On this day, we ask that your child comes to school in their PE kit.

- White polo shirt with school logo
- Black shorts or jogging bottoms
- Black hooded top (in cold weather)
- Plain trainers and white socks.



### **Other Equipment**

Your child will also need a school book bag. This will be to bring reading books to and from school, as well as any letters or important information. Please ensure these are brought to school every day.

### **Medical Conditions**

To ensure the well-being of all our children please let us know if your child has any medical conditions. Please complete the medical questionnaire and return it to school as soon as possible.

In addition, please ensure that you inform us of any allergies that your child may have. All children must have the 'Special diets/allergy form' completed even if they do not have any allergies. This is to ensure that we provide the

children with the correct dinners at lunchtime. If a special diet is required, a medical certificate is required outlining all allergies and dietary requirements.

### **Medication in School**

Medicine will only be administered in school if absolutely necessary. Parents will be required to complete a consent form giving all relevant information. The medicine must be in the original prescription bottle, labelled with the child's name and dosage. Non-prescribed medication is not given by school except in the case of allergy medication.

If your child requires an epi-pen, please provide all relevant medication in a clear box clearly marked with their name. We would also need to complete a health care plan so that we have all relevant details about medication and care of your child.

If your child is asthmatic, please provide a spare inhaler for use in school. This should be in a clear box with your child's name clearly marked on it. Parents will be required to complete a medical consent form giving all relevant information. Children with asthma will be supported by a first aider to take their inhaler if required.

### **Toileting**

Children must be toilet trained before starting school unless they have a specific medical or development need which prevents this from being possible. In preparation for starting school, you can help your child become more independent by training them to take care of their own toileting needs. Children will need to be able to pull trousers up and down, wipe themselves after using the toilet and wash their hands independently. Children have free access to the toilets during continuous provision time and staff will remind them to use the toilets at key times in the school day but sometimes accidents do happen. We will always let you know if your child has had an accident. Please let us know if your child has any difficulties with toileting.

### **Breakfast Club and Wrap Around Care**

Our Breakfast Club is run by Mrs Wilson (who is also a Learning Support Assistant). It runs daily from 7.30am until 8.50am, after which time the children are taken to their classroom. The cost of breakfast club is £3.50 per day. If this is something you are interested in, please contact the school office.



Our After-School care is provided internally by Mrs Mark and Kirsty. They offer care from 3.10pm-5.30pm, Monday-Thursday. The cost of after-school is as follows:

- 3:10pm – 4:00pm - £3.00
- 3:15pm – 4:45pm - £6.00
- 3:15pm – 5:30pm - £9.00

Please contact the school office if this is something you are interested in.

### **Local Visits**

There may be occasions when your child will take part in local visits. These form part of the curriculum followed by the school. These local visits do not involve any kind of transport. They may include visits to the local church, local park, walk around the local area or shops. Please complete the visits consent form and return it to school. You will always be informed of the activity prior to your child being taken out of school.

We may also go on trips that do require transport. If we do, you will receive a separate consent form to complete for this.

### **Photographic Consent**

As part of your child's education we often take photographs and videos to record and celebrate their work. These photographs may be displayed around the school, on the school website and on Twitter.

There are certain things that we are unable to do without your consent. We have set these out on the 'Pupil Consent Form'. Please read the form carefully and tick the appropriate options. Further information can be found in The Trust Privacy Notice.

### **Contact Details**

Please fully complete the 'Pupils Personal Information Form' with this pack. This must be returned to school as soon as possible. It is extremely important that we have the correct details in case we need to contact you. If any details change, please inform the school office.

On the form, please complete the sections that indicate your child's ethnic background and first language. From time to time this information will be passed to the Local Authority and the DfE to contribute to local and national

statistics. The information will not be published in a way that allows individual children to be identified.

## **School Communication**

The School uses a centralised student information system called ARBOR. This give you access to the information held on your children. And allows you to make communication with school, review attendance and make payments towards dinners, clubs, trips etc.

Access details for Arbor will be sent out to registered email addresses once your child is admitted to School.

## **Behaviour and Policies**

At St Margaret Clitherow Catholic School we have high expectations and believe that every pupil can choose to behave well. We consistently use rewards and praise good behaviour of all children. When a problem arises in this area there is always close consultation with parents and we hope to solve any difficult situations by working together.

We have Five Rules that must be followed at all times and in all places.

1. Keep your hands, feet and objects to yourself.
2. Always do as you're asked to do, no matter who is supervising you.
3. Always keep our school clean and tidy.
4. If you have nothing nice to say - say nothing at all.
5. Respect other people and their property.

Please read these rules with your child so they are familiar with them.

Various policies and guidelines are available to read or download from the website. Link to the policies page is <https://www.st-margaretclitherow.nottingham.sch.uk/information/our-policies/>