



**Holy Redeemer Catholic
Primary School**

Parent Handbook

Through the Holy Redeemer we seek to grow in faith and love and become great people who make a difference in the world

This handbook has been developed and is intended to be a summary of the working procedures of Holy Redeemer Catholic Primary.

I am always pleased to have suggestions as to how the Handbook might be improved.

**Christina Hall
Headteacher**

Holy Redeemer Catholic Primary
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Holyredeemerschoolpersnore.org
office@holyredeemer.worcs.sch.uk

Contact

Staff Contact. Should you wish to contact a member of staff, please feel free to do so in writing, or email (to office@holyredeemer.worcs.sch.uk) or by telephone or in person once you have made an appointment.

Please remember that staff may be teaching and unable to respond to telephone calls or messages during the same day

Assemblies

Whole school assemblies take place in the Hall approximately three times a week, with class reflections twice a week. The programme of assemblies for parents to attend is published on the school website and sent out by text link.

Assemblies are taken by all staff on a rota basis and by various outside groups or members of staff who wish to do so. (within previously agreed terms)

Attendance

If your child is absent you should contact the school office as soon as possible: Absence Notes: notification of absence is expected from parents or guardians rather than from pupils. Pupils should deliver notes from parents/guardians to the Class Teacher.

Changes have been made to the guidelines provided by Worcestershire County Council relating to the authorisation of term time absence for holidays. The national regulations governing student attendance make it clear that parents do **not have any right or entitlement** to take a child out of school for the purposes of a term-time holiday. Holidays during term time should be seen as an exception to the norm and term time absence should not be authorised unless there are exceptional circumstances. The Headteacher and Governors will be responsible for deciding what constitutes exceptional circumstances and each request for term-time absence will be considered on an individual basis.

An exceptional circumstance is likely to be:

- a one-off, unique situation such as, a parent, grandparent or other close relative is seriously ill and the holiday proposed is likely to be the last such holiday;
- there may have been a significant trauma in the family recently and the Headteacher might consider that an immediate holiday might enable the child concerned to better deal with the situation;
- the holiday might be a unique, one-off never-to-be-repeated occasion which can only take place at the time requested.

The cheaper cost of holidays in term time will not be accepted as an exceptional circumstance.

Any queries relating to term time absence requests should be directed to the Headteacher.

Parents wishing to take their son/daughter out of school during term time should request a Request for Absence in Term Time form from the school office and make an appointment to meet with the Headteacher to discuss their application, who will then meet with School Governors to consider each request on an individual basis.

Pupils who are absent from school are expected to complete work and should collect it from their subject teachers in advance of their absence.

Problems concerning pupils' attendance may always be sympathetically discussed with the Headteacher/Class Teacher.

If your child is absent and we have not received notification you may expect a telephone call on any of the contact numbers you have provided. Concerns about a pupil's attendance are communicated to the Headteacher.

Ball Games

Pupils may play ball games at break and lunchtime in the playground on a rota basis devised by the School Council. Due to the restricted space of the playground, only soft footballs are permitted.

Bicycles, Motor Cycles and Cars

A car park is available to the parents, and used at the owner risk. The church grant us access to car park and parents are asked to be considerate with their parking as the space is very limited and everyone must be vacated by 9am. Please do not park beyond the cones in the area in front of the church, where the school minibuses park. There is also the Abbey Road Car Park which the Council allow parents to use free of charge from 8:30am until 9:00am and from 2.45pm until 3.30pm on school days.

All bicycles should be padlocked by their owners in the bike racks provided at the front of school.

IMPORTANT NOTICE: Please note that Holy Redeemer Catholic Primary School cannot take any responsibility for the loss or damage to bicycles, motor cycles or cars on school premises.

Bullying

See the Behaviour & Bullying Policy on the website

Every child has the right to feel safe, secure and comfortable at school and bullying will not be tolerated. If a child does not feel comfortable for any reason this must be reported to the Head, Deputy or the class teacher.

Bullying is the wilful, conscious desire to hurt, threaten or frighten and may involve physical, verbal or written communication. Bullying can come in a variety of forms but includes name calling, 'put downs', menacing looks, deliberate barging or tripping, interference with personal property or the issuing of threats. The latter may be written or verbal and delivered directly, through a third party or electronically by the use of e-mail, text messaging or Facebook.

If you think your child is being bullied...

- Be prepared for your child to say nothing is wrong so stay reassuring and supportive but ask questions.
- Reassure your child that it is not their fault.
- Find out exactly what has happened and when.
- Stay calm and listen without getting angry or upset.
- Don't promise to keep it a secret, but help your child to think about what they would like to happen.
- Collect evidence. Keep a diary with names, places, time and exactly who did or said what.
- Keep any text messages, emails or posts.
- Tell the school – it is important that the bullying be stopped.

Calendar

A calendar of school events is published on the website. The website, and text service will also inform parents of events. Request a paper copy of the calendar from office@holyredeemer.worcs.sch.uk.

Carol Services

These take place at Holy Redeemer Catholic Church towards the end of the Autumn Term.

Charities/Fund Raising

Fund-raising and charity events, including money raised on non-uniform days, take place each year. The school has a PTA that meets regularly and works with the school on raising money for the school.

The school raises funds every year for The Good Shepherd appeal and a range of other pupil led good causes.

Clubs & Activities

Please see the website for new and ongoing clubs your child can attend. Some are age dependent.

Confidentiality

See Privacy Notice and Data Protection Act on website

In the course of their day-to-day work staff will deal with information which is handled with an appropriate degree of confidentiality. Pupils are able to speak to staff with confidence that what they are saying may be passed on appropriately but will not be generally broadcast. Information about pupils' domestic and personal circumstances is handled with great delicacy. Staff are aware of the need to store copies of letters, reports and electronic information in a suitable and secure place.

Data

If you want to see a copy of the information we hold and share about your child, or if you notice that information about your child is wrong in our records, please contact 01386 552518 or office@holyredeemer.worcs.sch.uk.

Discipline in the Classroom

Discipline in the classroom is, in the first instance, the responsibility of the teacher. All teachers (including trainee teachers and supply teachers) share the same expectations of pupils in lessons – as well as at other times.

When a teacher becomes concerned about a pupil's persistent failure to complete work/homework, poor attitude or continuing misbehaviour, the matter is reported to the Headteacher. The Head or Class Teacher will then contact parents by letter or telephone to invite them in to a meeting where the problem can be discussed with the student and/or staff.

Discipline at Other Times

Misbehaviour out of lessons is the responsibility of all staff, and pupils are referred to the Headteacher. During the lunch hour the Lunchtime Supervisors have the same authority

and should expect the same level of respect as all other adults working in the school. They will refer pupils who misbehave at lunchtime to the Headteacher or Class teacher.

Emergency Closure

The Headteacher, in consultation with the Staff, is responsible for deciding whether the school should close, and in reaching the decision will have particular regard to the health and safety of pupils and staff, especially in respect of travelling to and from school.

When a decision to close has been made, every attempt will be made to inform the parents/carers. There are a number of ways for us to tell you; they are;

- Text service
- School Website
- Local Radio Stations
- Worcestershire County Council website

It is usually possible for there to be someone at the school to alert children and any accompanying parents to the situation.

Equipment

The children are not required to bring any equipment for lessons other than their PE kit and a pair of trainers, apart from those pupils going to forest school. Specific information about what clothing is required for forest school is sent out by the Forest School Leader.

Fire Drill

See the Health & Safety Policy

Summoning of Fire Service

- Unless they have been previously advised that the bell signals a fire drill practice, office staff will summon the fire service on hearing the bell.
- Any member of staff who knows that the alarm is ringing because of the deliberate or accidental breakage of a fire glass, will report this to the office at once.

Exit Routes

- Staff know the procedure for evacuating the building in the event of a fire. Fire Action notices are displayed in all rooms.
- Teachers ensure that pupils are familiar with the procedure.
- Fire exit routes are kept clear of any obstruction and fire doors are kept closed.

Evacuation

- Whenever the fire bell is rung, rooms are evacuated swiftly, leaving all belongings behind.
- Teachers who are last to pass through a corridor close the fire doors behind them.
- Pupils, staff and visitors assemble on the playground where their presence is reported to staff in charge of the roll.

Food – Catering

A range of healthy meals are available provided you have ordered them. Our meals are delivered daily by Deli@ Pershore and a taster session can be arranged if you wish to test the quality of meals before you order. Meals are ordered online at www.pershoredeli.co.uk

Free School Meals

Free school meals can be awarded if you or your partner are in receipt of any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Your child may also get free school meals if you get any of these benefits and your child is both:

- younger than the compulsory age for starting school
- in full-time education

A form is available online at <https://www.gov.uk/apply-free-school-meals>. We will take great care to avoid any embarrassment for pupils entitled to free school meals.

Milk

Free milk is available for all children aged under five in school, funded by the UK Government. This milk is provided by Cool Milk, the UK's leading school milk supplier. We will register your child for their free school milk on your behalf by providing Cool Milk with your child's name and date of birth. Shortly before your child turns five, you will be offered the opportunity to pay a subsidised rate for your child to continue to receive milk.

All information handled by the Cool Milk group is processed in accordance with the Data Protection Act 1998. All personal information is securely stored on Cool Milk's UK servers, and is never passed on to third parties without your permission.

Please let the school office know if you would prefer us not to register your child for free school milk.

Gifted & Talented

Our school recognises its position in helping our pupils develop their skills and abilities; intellectually, emotionally and socially and providing teaching which makes learning challenging and engaging. Supporting Gifted & Talented pupils is an integral part of the school's broader development, we have high expectations of all pupils and encourage a culture where success is valued and celebrated.

The school recognises that there are pupils who have abilities beyond the majority of their peer group and one of the aims of the School's Policy for Gifted and Talented pupils is to ensure a consistent approach to the identification and support of such pupils.

Extra-curricular activities also provide invaluable enrichment opportunities for pupils. The school's energetic and committed staff offer a wide range of such activities. Holy Redeemer has a designated co-ordinator for Gifted & Talented provision should you have any further questions.

If you would like any further information or would like to send any comments please email, office@holyredeemer.worcs.sch.uk

Governing Body

As part of their responsibilities, the governors are linked to particular areas or departments. You can contact the governors via email (all email addresses are published on the Governors page on the school website) or through the school office by emailing office@holyredeemer.worcs.sch.uk

Health and Safety

See the Health & Safety Policy

The school is bound by the terms of the Health and Safety at Work Act. The school's Health and Safety Officer is the Headteacher, and the School Administrator is her representative to whom HASAW matters should be referred in the first instance. Accidents and near misses to visitors must be recorded. Accidents to pupils are also recorded.

Home School Agreement

Mission Statement

Through the Holy Redeemer we seek to grow in faith and Love and become great people who make a difference in our world.

At Holy Redeemer we recognise that the education of our children is a shared responsibility. We each have our part to play. We welcome your support, value your involvement and are pleased to see you in school.

Holy Redeemer will:

- Put Christ at the centre of every aspect of our school. Your child is on a journey of faith
- Ensure your child is safe on the school premises and during school trips and to contact you should there be a problem
- Deliver a broad balanced curriculum which meets the needs of your child
- Develop your child's physical and social well-being, fostering confidence, self-worth and a sense of belonging
- Provide a range of after school activities designed to enrich your child's experience
- Set appropriate homework
- Expect the best from your child in behaviour and their learning
- Keep you fully informed of new topics to be studied and your child's progress
- Take all appropriate measures to ensure that your child remains safe when using online resources

Agreement for Parents/Carers

To help my child at school, I intend to:

- Support the Christian ethos of the school by attending our Whole School celebrations of the Mass and class assemblies
- Make sure my child arrives in school at or before 8.50 a.m. and is collected on time
- Encourage my child to do their best at all times
- Read to and with my child and encourage my child to complete homework tasks on time
- To provide my child with the school uniform and suitable clothes for school activities
- Contact the school as soon as possible, by phone or in writing, if my child is absent
- Avoid booking holidays in school time
- Attend Parents Evenings
- Ensure that my child is aware of the e-safety advice provided by the school
- Maintain the integrity of the school's learning platform

Homework

The school regards homework as an important part of every pupil's educational experience. It plays a crucial role in the work of every class. Careful thought is given to the homework set.

Computing and internet

See Computing policies

Significant educational benefits result from the use of ICT in the curriculum including access to information from around the world and the ability to communicate widely and to publish easily. Curriculum ICT use is planned, task-orientated and educational within a regulated and managed environment. The purpose of internet use in school is to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance the school's management information and business administration systems. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

The school will have a nominated e-safety officer who is a member of the Leadership Team.

Holy Redeemer Primary School's e-Safety Officer is Mrs Hall.

Through computing lessons and throughout the curriculum:

- Pupils will be taught what internet use is acceptable, what is not and given clear objectives for internet use.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, evaluation and retrieval.

Key Stages

Foundation Stage (EY) = Pre-school and Year R

Key Stage 1 (KS1) = Years 1 and 2

Key Stage 2 (KS2) = Years 3, 4, 5 and 6

Last day of term Arrangements

We have a shortened last day at the end of the Autumn Term before Christmas and at the end of the Summer Term, on the last day of the school year. Pupils are released at 1.30pm.

Late Pupils

Pupils who arrive late for school for whatever reason, must first report to the Office and their absence is recorded as late on the appropriate register. The school expects a level of punctuality and parents of persistent latecomers will be asked to see the Headteacher to see if there is anything the school can help with.

Leaving the Premises (pupils)

No student may leave the premises during the school day without permission. If a pupil has a dental/medical appointment, a letter must be given to the office or class teacher.

Lettings

If members of the public require any part of the main school premises for use in the evenings or at weekends they should contact the school office on office@holyredeemer.worcs.sch.uk in the first instance.

Library

The school has a beautiful and well stocked library, the children are encouraged to go to the library to get reading material times during the school day, as directed by their teacher.

Litter

The policy of the school is that there should be no litter on the premises and pupils should not drop it on the roads or fields near to the school. This is clearly a tall order and we must encourage pupils not to drop litter and to pick it up when they see it.

Dogs in the playground

We request that parents do not bring their dogs into the school playground when collecting children.

Lost property / Valuables

All uniform and belongings **must** be marked with the owner's name. The loss of property should be reported to the school, items found are kept in the office off the main entrance.

IMPORTANT NOTICE: Please note that Holy Redeemer Catholic Primary cannot take any responsibility for the loss or damage to items brought into school such as mobile phones, cash etc.

Lunchtime Arrangements

Hot school meals are provided by The Deli@Persore and must be eaten in the dining room. Packed lunches may be eaten in the hall or, in good weather, on the benches outside. If it is wet at break or lunchtime pupils may use the classrooms.

Medical Matters (pupils)

See the 'Medication' policy and the Health & Safety Policy

All accidents and illnesses occurring in school must be reported to the nominated first aiders. Except where an accident or emergency has occurred, pupils must seek the permission of a teacher before reporting sick. It is good practice for the student who is unwell to be accompanied by another student to ensure a safe arrival. The office staff and teacher will monitor those pupils who may be reporting sick persistently.

The Main Office staff, together with the class teacher, will decide if a student who is unwell should be sent home and will contact the parents. It is generally expected that parents will then make arrangements to collect their child.

Minibus

The minibus can only be driven by members of staff on the approved list of drivers. A driving assessment is taken every three years. All drivers are expected to maintain the highest standards in the handling of the minibus. It must not be driven over 60 mph on motorways or 50 mph on other roads. All legal speed limits must, of course, be observed. During the journey the driver and all passengers must wear seat belts, which are height adjustable, and the passengers are warned not to interfere with doors.

Movement around the School

The school's corridors are narrow for the number of pupils we now have on roll. It is therefore important that behaviour around the corridors is sensible.

Music Lessons and Payment

Instrumental/Vocal tuition is provided by private teachers (clarinet, flute, saxophone, oboe, violin, brass, drums, piano, singing and guitar). Lessons are available on a variety of instruments and are taught individually or as part of a group.

If your child needs to borrow an instrument it may be possible to hire one from the school.

Lesson charges and further information can be obtained from the office.

Please note, if you wish to end lessons peripatetic teachers require half a term/a term's notice **in writing**. This should be sent in to the school office or for the attention of the tutor, or emailed to them directly. Full terms and conditions are available at the school office.

Non-uniform Days

These are held about 3 or 4 times a year. The pupils either pay £1/donation each to take part and the monies raised are either put toward items for the children at school or to a charity of choice, usually chosen by the pupil council who have organised the event, or they are asked to bring something in for the Christmas / Strawberry Fayre. The decision to come out of uniform implies the duty to contribute.

No Smoking Policy

No smoking is allowed on the school premises or in the immediate vicinity of the school. This applies to all staff and parents.

Open Days

An Open Day is held each year, usually in the autumn term, involving all departments. The children are involved in showing visitors around their lovely school and are more than happy to answer questions.

Opening and Closing Times

The building will usually be opened at 7.30 am, but pupils will not be admitted before 8:45am (KS2)/8.50 am (KS1), unless they are attending Breakfast Club. Children enter via the front entrance, where a member of staff will be on duty to greet them as they come into school and then go straight to class. At the end of the day the children are brought out into the playground and released to parents by their teacher, apart from Year 6 pupils who are dismissed from class to go into the playground to meet their parent. The school site is usually locked at 6.00 pm, after wrap around care finishes.

Parental Links

Parents of pupils in all years will have the opportunity to meet with their son/daughter's teacher at the beginning of the school year and at Parents' Evenings in order to discuss and set targets for improvement.

Pastoral Care

The class teacher is the first point of contact for pupils and their parents if they have any concerns. More serious matters should be referred to the Headteacher. We have a dedicated nurture support team of staff who work with children as needed, to support emotional development and discuss worries and/or concerns.

Policies

School policies are the authoritative source of reference for many aspects of life at Holy Redeemer Catholic Primary School. There is an up-to-date set in the Office. You will find policies on our website <https://holyredeemerschoolpershore.org> or you can request a paper copy via: office@holyredeemer.worcs.sch.uk.

Positive Handling Strategies

Teachers are permitted to use reasonable force as a last resort where it is necessary to stop a student injuring him or herself or someone else, damaging property or causing serious disruption. All incidents must be recorded through the Headteacher. There are a number of authorised staff trained in positive physical interventions with pupils.

Teacher Education Days (school closed to pupils)

See the calendar on the website

There are five Teacher Education Days (TED) for staff during the year. On these days the school is closed to pupils.

Reports to Parents

Parents receive written reports on their sons/daughters each year. They are also encouraged to contact the school at other times if they have any concerns.

Progress checks are completed at intervals throughout the year and are designed to provide parents and the pastoral staff with a convenient yet detailed account of a pupil's current effort and attainment.

School Nurse

We have a school nurse who can be contacted by phone or email if you have any concerns you wish to discuss with her.

Special Educational Needs

The school has a number of teaching assistants (TAs), some of whom support pupils with Statements of Special Educational Needs and at School Action Plus of the Special Educational Needs Code of Practice and some are attached to classes and / or lead / support specific areas such as Forest School, PHSE, Swimming. Most of their work takes place in the classroom.

Timings of the School Day

7:40 Breakfast Club starts

8.50 Registration

10.15 Reception & KS1 Break

10.30 KS2 Break

11.45 Reception & KS1 Lunch

12.30 KS2 Lunch

3.15 End of School

3:15 After School Club begins

18:00 After School Club ends

Uniform

Girls

Dark grey skirt/trousers/shorts/pinafore (Winter)

White or grey or red socks

White shirt

School tie*

School jumper*

School cardigan* } Optional depending on personal preference

Red gingham dress (summer)

Black shoes

Book bag*

Hair should be tied up at all times if longer than shoulder length and no gel or hair products used.

Only stud earrings and then only one set

Boys

Dark grey trousers/shorts (Winter)

Grey socks

White shirt

School tie*

School jumper*

School cardigan*

} Optional depending on personal preference

Dark grey short trousers (Summer)(optional)

Black shoes

Book bag*

Hair should be tied up at all times if longer than shoulder length and no gel or hair products used.

Only stud earrings and then only one set

PE Kit

White t-shirt (logo'd shirts available)*

Red shorts*

Trainers

*can be purchased/ordered from the school office

Forest School Uniform

Reception and Year 1 children should have the following kit which should include as many of the following as you wish (times and dates of Forest School will be communicated separately).

waterproof boots/Wellingtons

waterproof top

waterproof trousers

long sleeve top

long trousers

hat/scarf/gloves and coat (for winter)

As it may be muddy, old clothes are advisable.

Visits and Trips

It is not the school's policy to make a profit on visits/trips. An estimate of the cost of the trip, per child, is made, as accurately as possible. A voluntary contribution of this amount is then requested, and if insufficient contributions are received then the trip will not take place

Please make sure you have returned the general consent form so that your son/daughter can take part in any school trip arranged during normal school hours. Please remember to keep us informed of any changes to your contact details or changes to your child's medical needs so that we can keep our trip contact lists up to date. You can inform us of any changes to personal information by emailing office@holyredeemer.worcs.sch.uk or phoning the school.

Website

The school's website, holyredeemerschoolpershore.org, includes current information such as SATS Results and Ofsted Reports. Please let the Headteacher know of any omissions or incorrect details. If you click the red 'sign up' button on the left hand side at the bottom of the home page you can sign up to the site you receive notification of any updates to the site, including school closures, late return of trips etc.

Work Experience

The school occasionally helps out in taking on work experience pupils from other schools. These pupils will never be left in charge of a class and are generally never left unattended.

Payments Made to School

Payments can be made by cheque or cash. If you are sending in cash, please send it in an envelope, labelled with your child's name and what it is for. Cheques are made payable as per the chart below.

Provision	Made payable to
School Uniform	Holy Redeemer Catholic Primary
Parental Contributions	Holy Redeemer Catholic Primary
Fundraising	Holy Redeemer Catholic Primary
Trips / Educational Visits	Worcestershire County Council
Forest School	Worcestershire County Council
Breakfast Club / After School Club	Worcestershire County Council
Hall Hire	Worcestershire County Council