

# St. Saviour's C of E Primary School

Shirland Road, Little Venice, London W9 2JD

[www.stsavioursprimary.co.uk](http://www.stsavioursprimary.co.uk)

Telephone: 0207 084 6772

## Welcome to our wonderful school



## Information for Parents and Carers

*Together, we live and grow in the love of Jesus Christ.*

## Come and speak to us!

Please feel free to speak with Miss Granite, Mrs Spence, Mr Harding, your child's class teacher or the Office team about anything that you are unsure about. We always find that it is better to talk about any concerns as soon as they arise so that they can be resolved quickly. This helps us to ensure that your child's time in St. Saviour's is happy and productive as possible.

## Keeping your children safe

Keeping children safe and providing a nurturing environment in which children can flourish and develop is at the forefront of everything we do. There are many policies and systems in school which help us to do this.

All staff undertake Child Protection and Safeguarding training throughout each academic year. We also have a Child Protection and Safeguarding policy, which is available on the school website ([www.stsavioursprimary.co.uk](http://www.stsavioursprimary.co.uk)). Other policies relating to pupils' safety and wellbeing are also available on the website.

We have trained first aiders in school, and all staff receive training on the use of Epi pens and inhalers, and know which children may need them.

We use a system called CPOMS to help us share relevant information to keep the children safe.

All school staff will be wearing a blue lanyard at all times.

All authorised personnel in school apart from staff will be wearing a visitors' badge. This includes parents. Any visitor without a DBS check will be accompanied by a member of staff at all times.

The Designated Teacher for Child Protection is **Miss Granite** and her deputy is **Mr Harding**. If you have any safeguarding concerns relating to a child, please contact one of us straight away. Contact details are on page 6 of this leaflet.

## Day to day school life

### School Hours

#### **Nursery**

8:55 School starts

3.15 Home time

#### **Reception and Key Stage 1**

8:45 Gates open for 'soft start'

8:55 – 10:15	10:15 – 10:30	10:30 – 10:50	10:50 – 12:10	12:10 – 1:10	1:10 – 3:25
Lessons	Break	Assembly (except Monday)	Lessons	Lunch	Lessons (including a break at a time arranged by the teacher)

3:25 Home time

## Key Stage 2

8:45 Gates open for 'soft start'

8:55 – 10:30	10:30 – 10:50	10:50 – 11:05	11:05 – 12:10	12:10 – 1:10	1:10 – 3:25
Lessons	Assembly (except Monday)	Break	Lessons	Lunch	Lessons

3:25 Home time

### Arrangements for the start/end of the school day

Children in Reception to Year 6 will have an optional 'soft start' to the school day. This means that the gates will be open from 8:45am, when children can come into school. They will go straight to their classroom, where they will be given an age-appropriate activity to help them have a calm start to the day e.g. reading, colouring.

#### Nursery

Nursery pupils enter through the Nursery gate on Formosa Street at 8:55a.m. and are collected from there at either 12:15pm or 3:15pm (part/full time).

#### Reception

Will be met at the Main Gate by their Year 6 Buddies from 8:45 a.m. They should be collected from the Nursery gate on Formosa Street at 3:25pm.

#### Year 1

Entry and collection via the Main Gate (times as above)

#### Year 2, Year 3 and Year 4

Entry and collection via the Playground Gate (times as above)

#### Year 5 and Year 6

Entry and collection via the Main Gate (times as above)

Year 6 pupils may come to school/go home by themselves if their parents have given permission via the form on ParentMail.

### Lateness

Children who arrive after 8:55 will need to be brought to the Main Gate. You will be asked to sign your child in and give a reason for their late arrival.

If you are running late to collect your child, please let the School Office know. Once you arrive, you will be asked to sign your child out.

Please see our Attendance policy (on the school website) for more information about punctuality.

### Sickness and absence

If your child is unwell and unable to attend school, please telephone the School Office as early as possible on 0207 084 6772 and leave a message.

If your child has a medical or dental appointment in school hours, please complete an Absence request form and ask the relevant professional to complete a medical form (available on the school website or from the School Office).

If your child is going to be absent from school for another reason, please complete an absence request form (also available on the website). Please see our Attendance policy for more information.

### **Accidents and Illnesses**

If a child has an accident requiring first aid, or is unwell, they will see a member of staff who holds a first aid certificate.

If your child receives first aid, they will be given an accident slip. Depending on the nature of their injury, we may also phone you. We will phone you if your child is unwell so that you can arrange for them to be collected.

### **Children's Short-Term Medical Needs**

If your child has a short-term medical need and has been advised by their doctor that they should be in school but should not to participate in specific activities, please notify the School Office in writing.

### **Medicines**

Medicines brought into school by children must be left in the office; this includes spare inhalers for asthma.

### **Playtime Snacks/Drinks**

Children in EYFS and KS1 are offered fresh fruit at breaks. Children in KS2 are allowed to bring their own fresh fruit/vegetable snacks into school. No other food is allowed.

Children have access to water fountains on the playground. All children are asked to bring in a bottle of water, with their name clearly on it, to drink water in the classroom.

### **Lunches**

In general, we encourage children as far as possible to make healthy choices, and we model this to them as best we can. We also make sure we take proper care regarding children's allergies or medical conditions and also children's religious beliefs regarding food.

We are really pleased to be able to offer children a hot meal each day. More information, including the most up to date menu, is available on our school website.

Some children may prefer to bring in a packed lunch. This should be a healthy lunch and must not contain any nuts, chocolate, sweets, fizzy drinks or glass containers. A treat item is allowed on a Friday.

All children eat lunch in the School Hall.

### **Collective Worship**

As we are a Church of England school, Collective Worship (assembly) happens every day and provides a time for prayer and reflection, as well as learning about the Bible.

### **Nursery**

Nursery have daily collective worship in class.

Once a term, Father Andrew will come and hold an assembly for them in school.

### **Reception, Key Stage 1 and 2**

Monday – Head's Assembly

Tuesday – singing assembly

Wednesday – Assistant Head's assembly

Thursday – Mass either in the Hall (most weeks) or at Church (once each term, plus other special Mass services e.g. Remembrance, Harvest)

Friday – Celebration Assembly where children's achievements are shared (good work, attendance etc).

### **Teams**

Children are put into four teams across the whole school. They are given team points over the week for good behaviour and effort. These are recorded in each class and then these points are counted on a Friday and the

winner announced in assembly. There is a chart in the hall recording the results of the weekly competition. The four teams are Mars, Earth, Saturn and Mercury.

On Sports Day, the children compete in the house teams and wear a coloured T-shirt linked to their team.

### **Uniform**

Please see the Uniform page on the school website for information about school uniform (including PE kit) and where to buy it from.

## **Keeping in touch**

There is always a lot going on in school! The school website should be your first port of call as there is information on there about everything from what your child is learning to term dates. The school website is [www.stsavioursprimary.co.uk](http://www.stsavioursprimary.co.uk). If you can't find what you are looking for, please let us know.

### **ParentMail App**

We use an app called 'ParentMail' to communicate with our families. This is used to send messages from your child's class teacher, Miss Granite or the School Office. In addition, payments (e.g. Breakfast/ Wrap Around, lunches and clubs) are made via the app.

You can keep track of key dates on the 'Events' tab in the app.

When your child starts at our school you will receive a registration email from Parent Mail in order for you to receive messages. Please talk to the Office if you have any difficulties registering or downloading the app.

### **Parent Lite App**

This term, we will be rolling out a new app to all parents called Parent Lite App. This app will allow you to update the information we hold on your child including contact details, telephone numbers, addresses, medical information, photo permission. More information will follow!

### **Newsletters**

Each Friday, Miss Granite will send you a newsletter with key dates, information about what has been happening in school and details of future events. We send this home via ParentMail. Should you need a paper copy, please let us know.

### **Parent Meetings**

Parent meetings are held each term:

- There is an initial, general meeting at the beginning of the Autumn Term: 'meet the teacher'
- There are individual parent interviews in the second half of the Autumn term to discuss progress.
- There are individual parent interviews in the Spring term to discuss progress.
- There are optional individual meetings with parents in the Summer term to discuss end-of-year reports.

### **School Support Plan Meetings**

For children who are on the SEN Register, parents have a separate meeting with their child's class teacher and the SENCo which is called a School Support Plan meeting. These meetings are normally held in a different week to Parent Teacher Meetings.

### **Social Media**

We have Twitter (@stsavioursw9) and Instagram (@stsavioursprimary) accounts, and a YouTube channel (@stsavioursprimaryw9).

## **Contact details**

Please use the Parent Lite App to let us know if your contact details change.

If you need to contact the school, the details are:

### **School Office**

Miss Simmons	<a href="mailto:admin@stsavioursprimary.co.uk">admin@stsavioursprimary.co.uk</a>	0207 084 6772
Mrs Clark	<a href="mailto:office@stsavioursprimary.co.uk">office@stsavioursprimary.co.uk</a>	

Miss Granite	Headteacher	<a href="mailto:head@stsavioursprimary.co.uk">head@stsavioursprimary.co.uk</a>
Mrs Spence	Assistant Headteacher and SENCO	<a href="mailto:tspence@stsavioursprimary.co.uk">tspence@stsavioursprimary.co.uk</a>
Mr Harding	Assistant Headteacher	<a href="mailto:mharding@stsavioursprimary.co.uk">mharding@stsavioursprimary.co.uk</a>

## **Learning**

Information about what your child is learning can be found on our school website, on the Curriculum page. There is an overview of learning for each class, as well as more detailed information about specific subjects.

At the start of each term, each class will send out a summary of what the children will be learning. This will also be available on the website.

### **PE and Swimming**

You will be told by your child's class teacher when they will be having PE. They should come to school on this day wearing their PE kit.

No jewellery or watches should be worn. Earrings (studs) should be removed or taped to prevent them catching.

Years 4, 5 and 6 swim at the Nuffield Leisure Centre in either the Autumn, Spring or Summer term. Your child's class teacher will tell you which term they will be swimming in. Children with long hair are required to wear swimming caps by the swimming pool management.

### **Dance Teacher**

Every Friday we welcome our dance teacher, Marc, who leads each class in turn. He works on different dance genres each term.

### **Library Visits**

Each class attends the Sutherland Avenue library at least once a half term. Children can borrow books and they are taught how to use the library and introduced to new books.

### **Homework**

Age-appropriate homework is set in all classes from Reception upwards. The children are normally given a week to complete their homework tasks. Your child's class teacher will give you more information about the specific arrangements.

In Years 1 to 6, children complete homework on Google Classroom. Children from Reception upwards have a reading record book.

Each term, children will be set an optional homework project which will follow a whole school theme. There will be an exhibition of all the projects at the start of each half term.

### **Assessment**

Your child's class teacher will be assessing their progress throughout the year, through the work they produce, the conversations they have, their contributions to class discussions and occasionally, tests.

In Nursery, assessment is informal and tracks pupils' progress using the Early Years Framework and Development Matters.

In Reception, the children complete a baseline assessment in the first term, and we assess them against the Early Learning Goals at the end of the year. Throughout the year, we track their progress using the Early Years Framework and Development Matters.

In Years 1 to 6, we assess the children against the National Curriculum.  
More information is on the Assessment page of the website.

## **Wrap Around Care and Clubs**

### **Breakfast Club**

St Saviour's runs a Breakfast Club from 8:00 – 8:45 am every school day morning. Breakfast Club is available to all children from Nursery to Year 6. It costs £4.50 per session and is held in the dining hall, where there is a simple nutritious breakfast on offer until 8.30, and then outside, weather permitting, for supervised play activities until the start of school.

Children are brought to the club via the main entrance. Parents sign up for Breakfast Club via Miss Simmons in the Office.

### **Wrap Around**

Wrap Around Care is available Monday-Friday after school until 5:30pm for children from Nursery to Year 6. Each session costs £15 for the full session until 5:30pm, or £8 for the first session until 4:30pm. A discount is available for siblings. Please speak to the School Office or email Miss Simmons for further information and to book your child in ([admin@stsavioursprimary.co.uk](mailto:admin@stsavioursprimary.co.uk)). Pupils who stay for the whole session also receive a sandwich tea.

### **Clubs**

There are after school clubs throughout the week which run from 3.30pm to 4.30 pm. Clubs run for children from Reception upwards.

Pupils sign up for clubs at the beginning of each big term (September, January and April). Payment must be made at the start of term (via ParentMail) in order to secure the child's place.

Children may bring a healthy snack to eat before their club.

## **Special Events**

### **Trips and Visits**

We organise class trip outings throughout the year. Normally, Nursery have visitors into school rather than exploring places outside of school.

We ask parents to give permission for pupils to go on trips in the local environment (walking distance) when they start at St Saviour's. Trips which are further afield, or necessitate the use of public transport, will require separate permission. We will always notify you if we are taking the children out of school, even if it is just to the library.

There may be a charge for trips. Some trips require parents to volunteer and help so that we have enough adults to keep the children safe and run the trip smoothly.

There are residential visits in Year 5 (Walsingham) and Year 6 (Sayers Croft).

### **Workshops in school**

We regularly host visitors from different companies such as Drama, Music, Charities such as the NSPCC or even a Bollywood dancer! These workshops link with learning taking place in the classroom.

### **Sports Competitions**

Westminster organise a yearly cycle of events which include Basketball, Rugby, Football, Tennis, Athletics and Multi-Sports. Teams are selected by class teachers and Support Staff. Most events are for Year 3 upwards.

### **Birthdays**

When it is a child's birthday, they may come to school wearing their own clothes/fancy dress. No cakes, food or party bags etc will be given out for children's birthdays.

### **Photographs**

The children have individual photos in October/November and class photos in the Summer term.

### **Church Services**

There are various Church services throughout the year (e.g. Harvest, Remembrance, Christmas) which parents are invited to. You will be told about these in the newsletter.

### **Sports Day**

Our Sports Day is held at Paddington Recreation Ground in the Summer term. This event is a mixture of co-operative team games and more traditional running games. Parents are very welcome to come and spectate.

## **Working together**

It is really important to us that the school and parents work in partnership. If there is something that you think might be having a negative impact on your child's learning, please let us know, no matter how small it might seem. We are always trying to build and strengthen the relationships we have with parents, and want to provide you with useful and relevant information and resources. We will also ask for your support in various ways, including fundraising!

### **School Nurse**

We have a School Nurse provided by Westminster Health Unit who regularly attends school and sometimes leads workshops for parents and families. Please speak to a member of the Office team should you wish to arrange an appointment.

### **PTA**

Our PTA are very active raising funds to support the school. All money collected raises funds for our Artist in Residence and Music & Dance Teachers. There are several events during the year, as well as non-uniform days each term.

If you want to be involved in our PTA you are very welcome! We have a PTA Committee and in addition, two 'Class Reps' for each class in the school. The Committee and the Reps meet regularly to help prepare for the events. Please contact the School Office for more information.

### **MIND**

We are fortunate to have a MIND Mental Health Support team working with us. They regularly come in to work with staff and pupils on aspects of mental health and wellbeing, and also run workshops for parents.

### **Equal Opportunities for adults and pupils**

We ensure that we offer all staff and pupils rights to equal opportunities. We take into account the nine Protected Characteristics from the Equality Act which are shared and discussed with all staff. Our Equality Objectives and Information document which explains how we offer 'Equal Opportunities' can be found on our school website.