



Parent Handbook



| Off Pickering Green, Harlow Green, Gateshead, NE9 7HX | Email: info@sag.bwcet.com | Tel: 0191 4334053 |

| Website: www.stannesharlowgreen.bwcet.com |

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Dear Parent/Carer,

I would like to offer you a very warm welcome to St Anne's Catholic Primary School.

At St Anne's each and every child is valued, nurtured, loved and at the centre of everything we do. We teach through our own actions and words the true values of the Gospel and Christ's teaching to love one another.

In joining our school your child will be encouraged, motivated, inspired and guided to ensure that they develop their natural gifts and talents whilst gaining a well-rounded education in a safe, caring and welcoming environment.

As a school we believe that we are all part of one larger family community with each other; child and family, our parish community, our feeder school Cardinal Hume Catholic School and the wider community to which we serve. We believe that in working together as one that we can truly ensure that we can fully support your child academically, socially, emotionally and spiritually. In doing so we help your child to meet their full potential.

We live our mission statement daily;

'Working together: in faith, learning and love'

This is something we hold at the heart of everything we do. Working as a team we can ensure that your child's time at St Anne's allows them to become the best that they can be; developing their strengths, overcoming weaknesses and barriers and helping them to grow in confidence and belief in themselves.

Through our family community and joint commitment, we welcome new members of our school to grow and work in love and family of Christ.

Mrs L Stokoe
Executive Headteacher

Message from a Year 6 Pupil

St Anne's has a very safe environment, with loving and caring teachers. The teachers always ensure that you have a challenging, yet fun and enjoyable time in everything that you do. They provide you with extra support whenever you need it and understand each child, how we learn and what makes us happy. I really enjoy music!

There are lots of school trips throughout the year, which I enjoy very much. My favourite visit was to Robinwood! The after-school clubs are great fun and help keep me fit and healthy. I particularly enjoyed Dance and Summer Sports this year.

I have made some amazing friends, which I know I will be friends with for a very long time. Everyone in my class gets along really well as they are all so kind. There is plenty for you to do at break time and lunch time, as we have a football / basketball pitch and a play area, so you will never be bored.

Every Friday, we have a Celebration Assembly where we are rewarded for our hard work and recognised for our achievements. I am also part of the school council, where my voice is heard. Being part of the school council has given me great self-confidence and self-belief.

So, welcome to St Anne's Catholic Primary School!

My best advice to you is to make the most of all the opportunities to get involved in school life, and to work hard so you can achieve your dreams.



School Staff

Leadership

Mrs L Stokoe (Executive Headteacher)
Mrs K Watkins (Head of School)
Mrs C Henry (Assistant Headteacher)
Mr G Lilley (School Business Manager)

Teaching Staff

Mrs L O'Halloran (Reception)
Mrs Brand (Year 1)
Mrs Stevens (Year 2)
Miss A Valente-Welsh (Year 3)
Mrs A Brewis (Year 4)
Miss L Turnbull (Year 5)
Mrs C Henry (Year 6)
Mrs L Douglas (Languages)
Mr J Mitchell (HLTA Teaching across school)

Teaching Assistants

Mrs K Graydon
Miss E Bignold

Support Staff

Miss E Stout	-	Family Support Worker
Mr D Houghton	-	Caretaker
Mrs J Graham	-	Cleaner
Miss R McGinn	-	School Administrator (part-time)
Mrs S Cole	-	School Administrator (part-time)
Mr G Lilley	-	School Business Manager

Lunchtime Supervisors

Mrs D Hall
Mrs J Lowes
Miss J Quinn

Wraparound Care Staff

Mrs D Hall
Mrs J Lowes



The School Day



Our compulsory school hours run from 08:45am to 15:15pm daily, giving us a net weekly total of 32 hours and 30 minutes. We operate a soft opening from 08:35am. School finishes at 15:15pm.

Early Years (Reception)

The bell rings at 8:45 to bring children to classrooms. We have a soft drop off from 8:35 to 8:45, with registration starting at 8:45.

Morning Session <i>Morning Break</i>	08:45	11:45 <i>Times change daily</i>
Lunch	11:45	12:45
Afternoon Session <i>Afternoon Break</i>	12:45	15:15 <i>Times change daily</i>

Key Stage 1

The bell rings at 8:45 to bring children to classrooms. We have a soft drop off from 8:35 to 8:45, with registration starting at 8:45.

Morning Session <i>Morning Break</i>	08:45	12:00 <i>10:30-10:45</i>
Lunch	12:00	13:00
Afternoon Session <i>Afternoon Break</i>	13:00	15:15 <i>14:00-14:15</i>

Key Stage 2

The bell rings at 8:45 to bring children to classrooms. We have a soft drop off from 8:35 to 8:45, with registration starting at 8:45.

Morning Session <i>Morning Break</i>	08:45	11:45 <i>10:30-10:45</i>
Lunch	11:45	12:45
Afternoon Session	12:45	15:15

Whole School

Monday	09:00-09:30	Whole School Collective Worship
Friday	09:00-09:30	Whole School Celebration / Collective Worship

2025-26 Term Dates



August '25						
Su	M	Tu	W	Th	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September '25						
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28	29	30				

October '25						
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26	27	28	29	30	31	

November '25						
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23	24	25	26	27	28	29
30						

December '25						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January '26						
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25	26	27	28	29	30	31

February '26						
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22	23	24	25	26	27	28

March '26						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April '26						
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19	20	21	22	23	24	25
26	27	28	29	30		

May '26						
Su	M	Tu	W	Th	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June '26						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July '26						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

 Bank Holiday
(Also 31st August 2026)

 INSET

 School Holiday

Attendance

We want our pupils to benefit from the highest quality education to enable them to excel. We know that pupils who attend well have the best chances of success academically and socially. They are more likely to achieve well in examinations and assessments and more likely to form secure and lasting friendships. This can only be achieved if pupils are in school regularly, and on time.

Excellent attendance is everyone's priority and improving attendance is in everyone's interests. We aim to secure good attendance by building strong relationships with pupils, parents, and carers so that we can support them to reduce any barriers to school attendance.

Why attendance matters

We know that pupils who are frequently absent from school fall behind. We have a meticulously planned curriculum which sets out exactly what pupils should be taught at every stage of the year. When pupils are absent, they risk developing large gaps in their learning. This negatively impacts on their progress. Absence can also affect their social interactions with their peers and may impact upon their friendships.

All pupils are expected to attend school every day that the school is open and for the full day. Our ideal is for our pupils to have the highest possible attendance to get the most from school so that they are well prepared for their next steps in education, training or employment. **Our Trust and school target for pupils' attendance is 97%.**

Absence

If a child is unable to attend school, then parents/carers should inform the school by telephone on 0191 4334053 or by email on info@sag.bwcet.com as appropriate. This contact should be made before 9:00am.

Where a pupil is persistently absent, we may advise the parent/carer that absence should be reported to a particular member of staff so that appropriate support can be swiftly put into place. Where this is the case, parents will be informed as part of an agreed plan to reduce absence. All pupils will be identified as absent once the registers have closed. If we have not received a reason for a pupil's absence, we will initiate our first-day calling procedures.

Contact will be made with the main contact listed for the pupil to establish the reason why the pupil is not in school. If no contact is established and we have not received a suitable reason for the pupil's absence, we will contact all individuals listed as emergency contacts. If school is unable to make contact by telephone, then a home visit may be conducted to establish the welfare of the pupil. These procedures will continue to take place for each subsequent day of absence where the school has not been informed of the reasons why the pupil is absent from school.

Requesting leave of absence

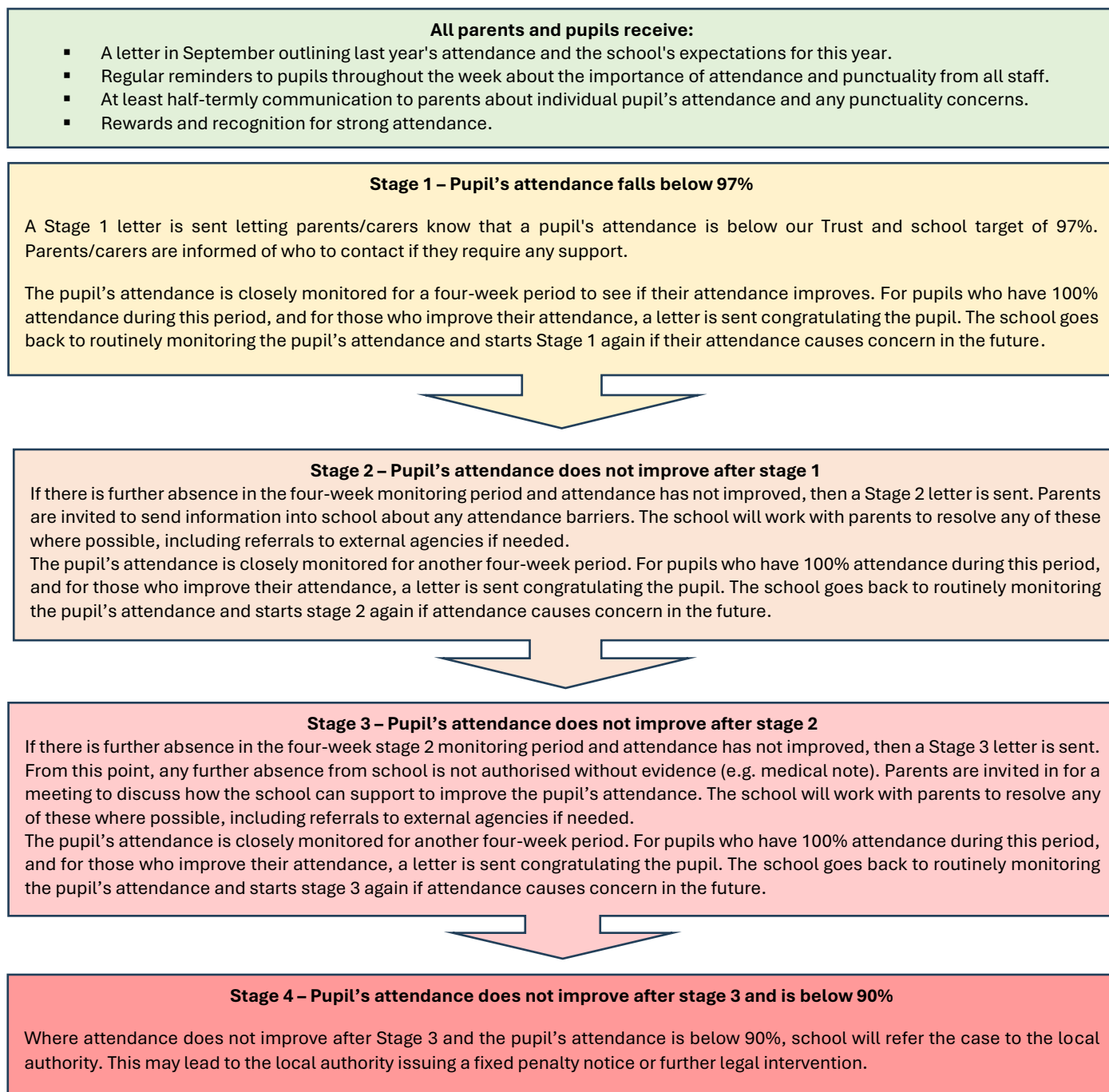
Any leave of absence during term time will only be granted in exceptional circumstances. It can only be authorised by the headteacher. Each application will be considered on a case-by-case basis. Requests for leave of absence must be made in advance and submitted to the headteacher using the 'Request for leave of absence' form (see Appendix A). The form is available via the school's website and from the school office. The form

should be submitted to the school, along with any other relevant supporting evidence. If term time absence is not granted, taking a pupil out of school will be recorded as any unauthorised absence. This may result in a referral to the local authority and the absence could incur sanctions from the local authority such as a fixed penalty notice or fine.

Except in exceptional circumstances, the school will not authorise any application for leave during term time in the following cases:

- At any time in September. This is a vital period for all pupils to settle into new classes and routines.
- During assessment and examination periods in the school's calendar which affect your child e.g. SATs or GCSEs.
- When a pupil's attendance for the academic year already includes any level of unauthorised absence.
- Where a period of leave of absence has already been granted earlier in the academic year.

The chart below illustrates our process for monitoring attendance. Please refer to our attendance policy on our website for further information.



GOOD TIMEKEEPING MATTERS

If you are 15 minutes late each day, you will have missed **2 FULL WEEKS** of school in one year.



EVERY DAY COUNTS AND EVERY MINUTE IS IMPORTANT

LOST MINUTES = LOST LEARNING



Code of Conduct for Parents & Carers



At St Anne's Catholic Primary School, we believe there exists excellent relationships with parents, carers and others in the wider community, based on mutual respect, a drive for continual improvement, willingness to listen and a commitment to support our families and children. We are fortunate in having caring and supportive parents and carers who understand the importance of maintaining good working relationships and ensuring effective communication between home and school for the benefit of all.

Children, and their parents and carers, can expect our staff to be fully committed to ensuring that every child receives a first-class education. All children will be fully supported and encouraged to thrive in every aspect of their academic and social development. They will be safeguarded and cared for during their journey through our school.

Staff will be supported by Senior Leaders, the Headteacher, Governors and Trust Board to provide an outstanding environment for both academic and social excellence for all children.

We understand that on occasions there may be challenges for individual children and their families. Our staff are well-trained and equipped to deal with those challenges, and to offer guidance, expertise and support. We will work with parents and carers to overcome those challenges and spend time supporting them. We ask that during more challenging times, the conversations our parents and carers have with our staff remain mutually respectful and do not create barriers. The care, safeguarding and development of the children remain our priority during those times.

This Parent and Carer Code of Conduct has been developed to ensure that we are clear in our expectations of the role of parents and carers in maintaining a caring and supportive educational environment with good working relationships and effective communication and can protect our staff, parents, carers and all members of the school community during any communication or meetings. Our staff should not fear harassment or intimidation and safeguards are in place to ensure all staff feel protected and supported, as well as other parents and carers.

If parents or carers behave in a way which is not consistent with this Code of Conduct, the school will address this in a reasonable and appropriate way. We will always explain to you what action we are taking and why. This may include writing to or meeting with parents or carers whose conduct gives the school cause for concern. If the conduct issues persist or is particularly concerning, the school may take a range of actions to secure the safety and best interests of the school community. This may include restricting communication or requiring the parent not to enter the school premises.

We would expect that parents and carers would make all persons responsible for collecting children aware of this Code of Conduct.

The school expects parents and carers to:

- ✓ Respect the caring ethos of the school.
- ✓ Understand that parents and teachers need to work together for the benefit of our children.
- ✓ Work with the school to build relationships with its staff.
- ✓ Talk to us if you have any concerns about any part of your child's education and development – we want to hear from you.
- ✓ If you have a concern and wish to make a formal complaint, please ensure that you follow the school's policies and complaint procedures. Please refer to the Complaints Policy on the school website, which includes details of how we will deal with serial and unreasonable complaints.
- ✓ Demonstrate in your own behaviour that all members of the school community should be treated with respect by setting a good example in your own speech and behaviour.
- ✓ Understand that even if divergent views exist, all should remain calm and respectful and be mindful that we are all working together for the child's best interests.
- ✓ Approach school staff to inform them of any issue and allow them time to investigate and then resolve issues according to school policy.
- ✓ Understand that the school needs to be able to maintain arrangements for the orderly running of the school meaning that appointments cannot be arranged on demand and that the school will not be able interrupt daily teaching arrangements to meet parents or carers without notice other than in an emergency.
- ✓ Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- ✓ Support the school in addressing your child's behaviour, especially where it could lead to conflict.
- ✓ Understand that the school is responsible for curriculum and timetabling matters.
- ✓ Dress appropriately when accessing school premises, including not wearing clothing which may be viewed as offensive.
- ✓ Complete all consent, contact and medical forms and inform us straight away if anything changes.
- ✓ Make sure your child has the right clothing for any activity they are involved in. Attend Information Evenings, school events and Parents' Evenings wherever possible or re-arrange if necessary to share information about your child's development.

- ✓ Only take photographs and videos under the direction and supervision of senior leaders within the school with the subject being your child. No images or videos should be shared on social media.
- ✓ Switch off electronic equipment, including mobile phones, cameras, and iPads while on school premises.
- ✓ Sign in and wear a visible visitor's badge while on school premises. Those without an enhanced DBS will be supervised at all times.

The following behaviours will not be tolerated:

- × Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, office or other area of school grounds.
- × Loud or offensive language, swearing, cursing or displaying temper.
- × Threatening to or carrying out actual bodily harm to a member of school staff, governor, visitor, parent/carer or pupil.
- × Damaging or destroying school property.
- × Sending abusive or threatening emails, text/voicemail/phone messages or other written communication. This includes issues which consume an inordinate amount of staff time.
- × Post defamatory, offensive, or derogatory comments regarding the school or any of the pupils/parents/staff at the school on Facebook or other social media sites.
- × The use of physical aggression towards another adult or child. This includes physically punishing your own child on school premises.
- × Remaining on school premises or in school reception for an unreasonable time after a visit or after being asked to leave.
- × Chastising or harassing someone else's child.
- × Smoking, vaping or consuming alcohol or drugs whilst on school property.
- × Bringing dogs (except assistance dogs) on to school premises.



Uniform Requirements

We are committed to providing value for money to parents and ensuring that no pupil is discriminated against due to their gender, disability, religion or belief, economic circumstances or social and cultural background.



The school uniform helps ensure that pupils of all races and backgrounds feel welcome. It protects pupils from social pressures to dress in a particular way; and nurtures cohesion, promoting good relations between different groups of pupils. We follow the DfE statutory guidance, 'Cost of school uniforms', published November 2021 and takes account of the non-statutory guidance, 'School uniforms', published June 2023.

Our Local Governing Committee expect pupils to wear school uniform for the following reasons:

- It fosters a sense of identity and belonging to a school community.
- It promotes a sense of pride in the school, in line with our ethos and values.
- It supports positive behaviour and discipline.
- It is practical, comfortable and appropriate for activities in school.
- It is affordable.
- It helps pupils to feel equal and encourages cohesion.
- It has been designed with health and safety in mind.

The wearing of school uniform is compulsory. All children are expected to wear the correct school uniform. We have high expectations of smartness, correct footwear and wearing our uniform with pride. Parents are asked to clearly mark all uniform with their child's name. Our uniform provider is Michael Sehgal and Sons Ltd. Orders can be placed online, or by visit their store.

<https://www.michaelsehgal.co.uk/schools/st-annes-catholic-primary-school/>

	<p>Address Michael Sehgal and Sons Ltd , Unit 17 Airport Industrial Estate, Kingston Park, Newcastle, NE3 2EF</p>	<p>Opening Hours Summer Hours: Mon – Fri 10am – 4:30pm; (Sat 10am– 4pm)</p>
	<p> CALL 0191 2302320</p>	<p> EMAIL sales@michaelsehgal.co.uk</p>



Uniform table key

- O / R – optional or required item.
- B / G – branded item required or generic (e.g. supermarket) alternative will be accepted.

Boys Uniform

Item	O / R	B / G
Purple V Neck Knitted Jumper Embroidered with School Logo	R	Either
White Short or Long Sleeve Shirt	R	G
Black Trousers	R	G
Clip on Tie	R	B
Plain White / Black Socks	R	G
Sensible Black Shoes (no trainers)	R	G



Girls Uniform

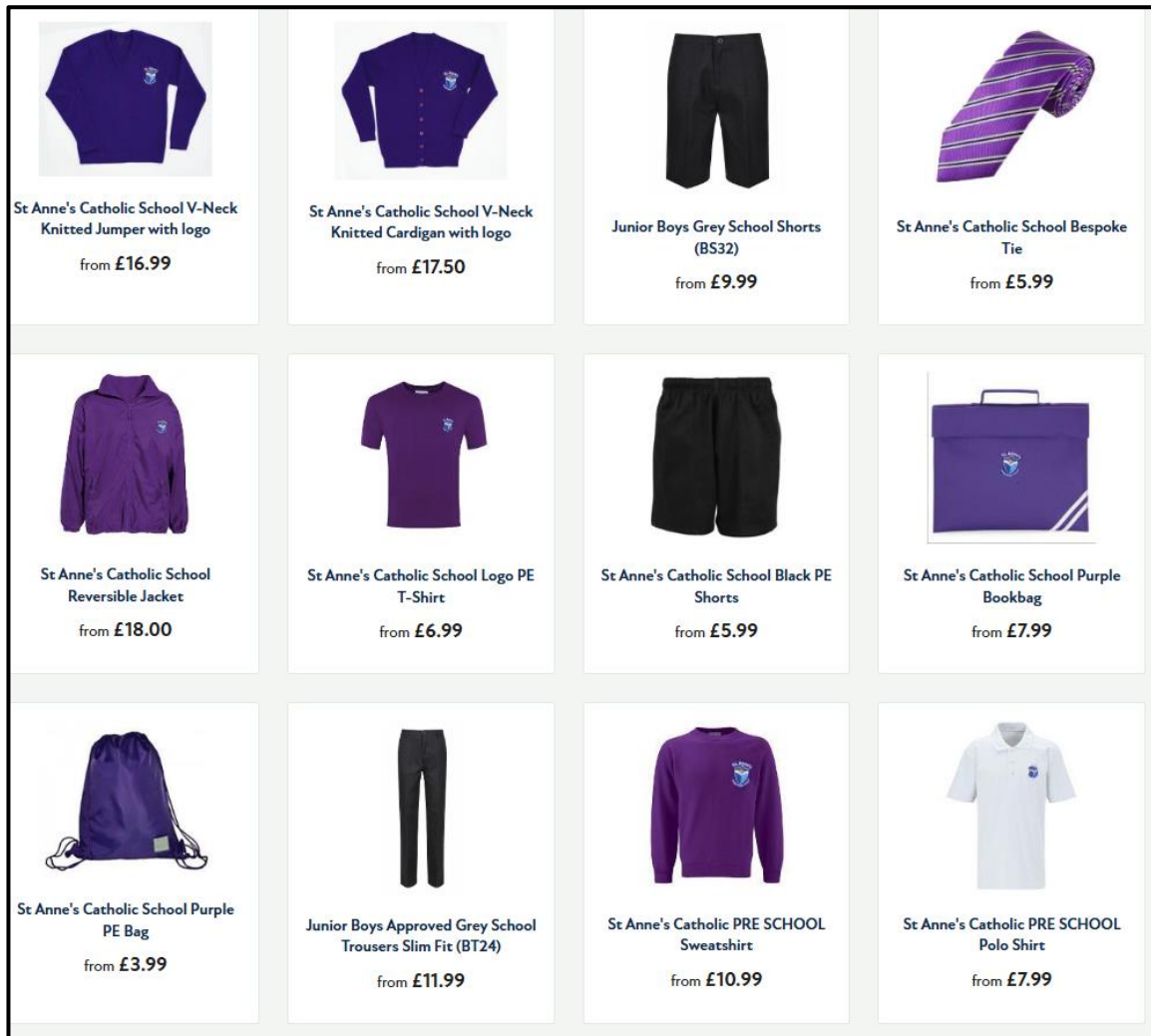
Item	O / R	B / G
Purple V Neck Knitted Jumper or Purple Knitted Cardigan Embroidered with School Logo	R	Either
White Short or Long Sleeve Shirt	R	G
Black Skirt (not shorter than knee length) or Black Trousers (full length not ¾ / no leggings)	R	G
Clip on Tie	R	B
Black Tights / Socks	R	G
Sensible Black Shoes (no heels or trainers)	R	G
Purple and White Check Gingham Dress (summer season specific)	O	G



PE Uniform

Item	O / R	B / G
Plain Purple T-Shirt Embroidered with School Logo	R	Either
Plain Black Shorts / Plain Black Joggers / Plain Black Leggings	R	G
Plain Black Trainers	R	G
Purple V Neck Knitted Jumper or Purple Knitted Cardigan Embroidered with School Logo or Plain black zipped jacket or hoodie.	O	Either

Football shirts or stripy tops are not permitted for PE lessons or after school clubs.



Hair

Girls should tie long hair neatly back with unfussy bands / bobbles / slides to avoid it being pulled or caught especially during PE. Boys should have neat short hair without tramlines. Extreme haircuts / colours are not permitted.

Jewellery

The wearing of any kind of jewellery in school is prohibited. The school cannot be held responsible for any lost items. Children who wish their ears to be pierced should wait until the beginning of the summer holidays, after which the earrings can safely be removed while in school. It is not permissible to cover earrings with a sticking plaster. Children may wear a watch, but this must be removed during PE lessons. Please note Smart Watches or fitness watches (Fitbits) are not permitted. Children are not to wear make-up including lip gloss, nail varnish or transfer tattoos for school. Fake tan, gel nails, acrylic nails and nail extensions are not permitted.



Essential Information

School Meals



Our Primary School menus are provided by Gateshead School Catering. They are carefully developed to appeal to children and provide the perfect balance of essential nutrients – and to offer them the chance to try a few dishes they may not have tried before.

School meals are currently £2.95 per day, or £14.75 per week. This is subject to change in the new academic year. School Meals must be paid for in advance. Payment in arrears is not permitted. This can be done via topping up your child's account in Arbor. We use meal patterns for school meals and by default all children are recorded as school meals, if you wish for your child to be packed lunch, please complete the form in your admission letter or inform the school office. To change your pattern, we must have 1 weeks' notice. Should you have any further questions about our online payments system please call in and speak to the office staff who will be happy to assist you.

Those students who wish to bring packed lunch may do so. Packed lunch boxes must be nutritionally balanced and should not include fizzy drinks, chocolate, or high fat crisps. We recommend a sandwich, fruit, yoghurt, biscuit, and a drink. We encourage all parents to try to increase the amount of fruit, yoghurt, brown bread, vegetables, and unflavoured water, wherever you can.

Currently, children in R, Y1 and Y2 are entitled to Universal Free School Meals. In cases of financial hardship, the Local Authority will assist parents by providing free meals. You can apply online via their website. The weekly lunch menu can be downloaded from our website.

School Clubs

Clubs involving a variety of different activities take place in school across the school year. These are intended to give the children the opportunity of developing personal interests as well as entering more fully into the community life of the school. They range from Art and Craft, Athletics, Gardening, French, Gymnastics, Performing Arts to Multi-Sports.



Reading

Reading plays a key part of a child's life here at St Anne's Catholic Primary School. Children are expected to take books home to read. In EYFS and Key Stage 1, we have invested in the Read Write Inc Phonics Scheme. Reading Plus is utilised in Key Stage 2.



Productions

Each autumn term, Early Years and Key Stage 1 produce a Nativity Play and Key Stage 2 host a carol concert. All parents are welcome to attend both and are sure to enjoy these productions. During the summer term, Year 6 and the Key Stage 2 choir will also produce an end of school performance. This is a great way for children to look back over their time at St Anne's Catholic Primary School and celebrate their transition into secondary school.

Newsletters

Newsletters are issued via email on weekly basis to keep parents informed of what is happening in school. It will include upcoming events, special achievements, and our stars of the week. We use Microsoft Sway.



Payments

We use Arbor at our school. We are a cashless school. You will receive login details when you join our school. They can also be requested from the school office. Arbor offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available. We also use Arbor to communicate with parents.



Homework

Children are set homework to support key reading and numeracy development each week, as well as spellings. Parental involvement is encouraged, as it clearly demonstrates the importance of learning to our children.



Nuts

Due to the number of allergies within school, we ask that all parents and carers do not send any nuts to school in their child's packed lunches.

No Dogs Allowed

For health & safety reasons dogs are not allowed on school premises (even if they are carried) or left tied to school railings. We have a strict policy on this and it protects everyone in the event of something unpredictable that could happen. Please help us have a safe community.



No Smoking

Smoking is not permitted anywhere within the school grounds or at the school gates or perimeter of the school premises.



Social Media

We have our own school Facebook page where we post about all of the activities and updates on at St Anne's (including any emergency messages) - please give us a follow!



www.facebook.com/stannesgateshead

Managing Medication in School

In line with our policy, we can only administer medication in school that is prescribed by a doctor and has a dose of 4 times per day. Doses of 3 times per day can be managed outside of school. Parents will need to complete an agreement for school to administer medicine. This can be obtained from the school office. If your child has asthma or an allergy, we ask that an asthma or allergy card is completed, and the appropriate medication provided to school, in original packaging. The school kitchen can also create alternative menus for those with dietary needs. Please speak to the office for more information about this.

Parental Involvement

Parents are the first and most important educators of their children. Parents teach their children to smile, to walk, to talk, to respect, to love and much more. The school supports parents in this process of teaching and together we develop the whole person. It is therefore most important that home and schoolwork closely together with similar aims in view. Parents are encouraged to come into school to share their ideas and talents.

Need to Speak to the Teacher?

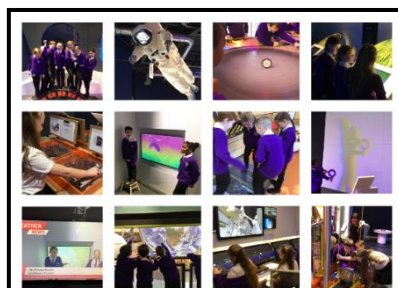
A prompt start to the school day is essential. Parents who wish to see teachers should leave this until afternoon collection time or contact the office on 01914334053 to make an appointment.

Special Educational Needs

The Special Educational Needs Co-ordinator (SENCo) is Mrs L O'Halloran. The school caters for students with diverse needs. All pupils follow a broad balanced curriculum that is appropriate to their age and stage of development. It is personalised to take into account their needs and abilities. In order to identify a pupil's special educational needs the school uses all of the information about the pupil's progress and compares it with the progress of other pupils in the school and against national performance information. If a pupil is not making the progress that would be expected, the pupil and parent/carer will be involved as soon as possible.

Educational Visits

We offer opportunities throughout the year for children to attend various trips relating to their studies. These visits play an integral part of a child's education and provide them with valuable experiences and learning opportunities.



Getting off to the right start

Teachers are often asked ‘What should I be doing to prepare my child for school?’ Parental support is crucial for children’s success and the success of schools. Parents have a serious responsibility to prepare children for going to school and working hard when they are there. This means being up, being ready and alert. It also means being well nourished and well rested, ready to learn and aware that learning is fun and achievement is immensely rewarding.

There are many different ways you can help your child to get off to a good start. The list is endless. However, here are some things you might like to think about adding to your child’s list of things that they can manage independently. Remember you are still ‘the teacher’ and the person who knows your child better than anyone. All the experiences, support and care you have given your child before they started school has been essential. Please continue!

- Encourage your child to dress him/herself and manage buttons, shoes and socks – this helps with PE and games.
- Allow them to put on and take off their own coats/jackets and hang them up at school. Show them where their name tags are on their clothing and teach them to check.
- Allow them to take responsibility for taking book bags and notes to the teacher – don’t always do it for them. Allow them to label envelopes themselves; they should always try to write their own names on envelopes coming into school.
- Give plenty of help and encourage them to use both a knife and fork at meal times. This is really important as many children now come into school without this skill.
- Encourage them to try new foods.
- We are a Healthy School. Encourage your child to make healthy choices of food and drink – (absolutely no sweets in school). Water coolers are in school and we participate in the National School Fruit Scheme whereby children between ages 4 and 6 receive a piece of fruit in school each day. The water keeps children hydrated and benefits concentration and behaviour in school. Milk is also provided. Absolutely no other drinks.
- Use scissors to cut and glue to stick – these all help with pencil control too.
- Teach your child to go to and manage the toilet independently – wiping their own bottom, flushing the toilet and washing and drying their hands. If your child has any problems in this area it is essential that you let us know before they start school.
- Encourage your child to paint, cook, draw, and make models with you. Talk with your child about what has been done and the choices they make – essential for language development, concentration and dexterity.
- Teach your child nursery and counting rhymes. Sing along with them. 1, 2, 3, 4, 5 once I caught a fish alive etc. Get them to sing them to you and with you. They should know a lot of our common rhymes off by heart by the time they start school.

- Read to your child and share books as often as possible. Point out letters and words and get your child used to talking about what they have heard and answer questions. Who, why, what and where questions are really useful in developing children's understanding.
- Encourage them to tell you the stories they know using their own words. Don't worry if it is the same story again and again that they want to hear or read with you. Develop their enthusiasm for reading.

Encourage your child to hold their pencil correctly when they are writing and drawing. This is important to get right at this stage in their development. Remember Nip...Nip Mr Crab!

- Encourage them to look at name labels on their clothes, drawers and books so that they are able to recognise their own name, belongings and clothing in particular.
- When they write teach them to form numbers and letters correctly.
- Teach them to write their name.
- Teach them to use a capital letter at the beginning of their name. All other letters should be written lower case. Get them to spot the difference. Look at labels, signs all around you.
- Get them to look at the names of other family members. Make a list of them. Can they pick out the different names?
- Allow them to write lists, invitations, cards etc. Don't go for absolute accuracy. Go for enthusiasm and confidence.
- Encourage your child to talk and to ask questions. Remember the best thing you can give a child is the confidence to explore and try new things. They have a lot of time in school in front of them and it is important they have fun as they go.



Working together: In faith, learning and love

Together we learn and grow with God.

Together we respect each other and the world in which we live in.

Together we support and motivate each other.

Together we forgive as God forgives us.

Together we inspire lively, enquiring and thoughtful minds.

Together we encourage creativity, independence and responsibility.

Together we are one family; our homes, our school, our parish and our community.

We all work together through the Gospel Values to always put the children we serve at the centre of all we do.



Our Environment

You will hear your child talk about these areas around school. The photographs below should help you know where your child is talking about.

Our EYFS Outdoor Area



Our School Hall



Our School Yard



Our Key Stage 2 Play Area



Our Multi Use Games Area



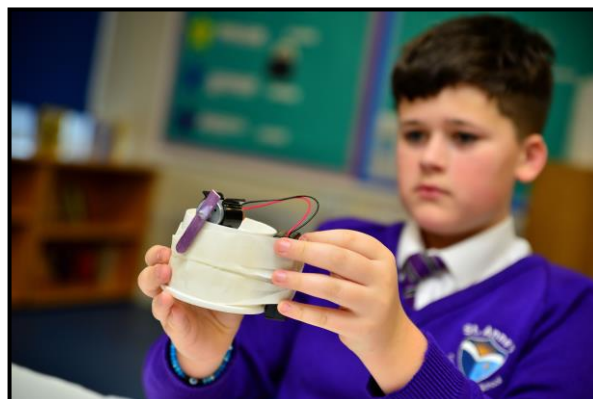
Curriculum

We aim to provide a broad, balanced and relevant curriculum, appropriate to the needs, interests and abilities of each individual child. We help children to become good learners, ensuring they are fully prepared for each year. Our curriculum includes:

- Art.
- Computing.
- DT.
- English Reading.
- English Writing.
- Geography.
- History.
- Languages.
- Mathematics.
- Music.
- Science.
- Physical Education.
- Religious Education.

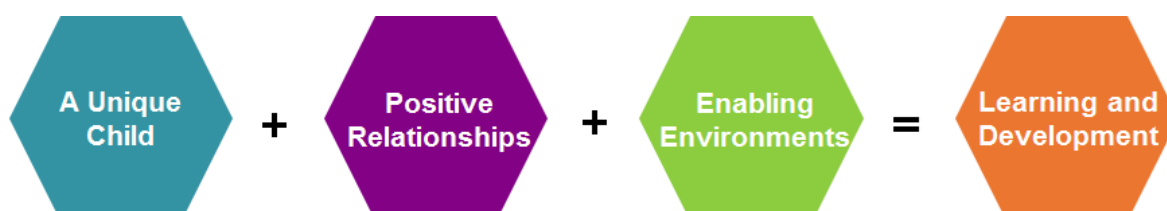
Curriculum overview and expectations for each year group can be downloaded from our website.

In delivering the curriculum, we use a combination of subject and topic led approaches concentrating on building a child's skills as well as building knowledge. Differentiated work is always set and we are committed to making learning fun and exciting.



What is the Early Years Foundation?

The Early Years Foundation Stage covers the development and education of children from birth to the age of five. Within school, Foundation Stage is the name given to the Nursery and Reception classes. These classes cater for the youngest children in school, who are three, four and five. When children move into Year One, they begin Key Stage One of the National Curriculum. Children in the Foundation Stage have their own curriculum which conforms to national guidelines. All Early Years settings follow these guidelines, whether they are school nurseries, private nurseries and day care, Children's Centres, voluntary playgroups, or child minders. Reception is an important year for your child to acquire the skills, knowledge and understanding needed for their future learning. Our practice is built on the four Early Years Foundation Stage (EYFS) themes:



What do Children Learn in the Foundation Stage?

We value your child's uniqueness by understanding that children learn at different rates and in different ways. It is essential that we get to know your child before they start school by visiting them at their pre-school setting, during our induction sessions and most importantly by building good relationships with parents. This ensures that the transition from nursery to school is as smooth as possible which enables them to settle in quickly and happily.

In Reception we follow the Early Years Foundation Stage (EYFS) curriculum which builds on their learning from their pre-school settings. The EYFS is organised into seven areas of learning three prime and four specific areas and four specific areas.

Characteristics of Effective Learning
Playing and Exploring
ENGAGEMENT Finding out and exploring Playing with what they know Being willing to 'have a go'
Active Learning
MOTIVATION Being involved and concentrating Keep trying Enjoying achieving what they set out to do
Creative and Critical Thinking
THINKING Having their own ideas Making links Working with ideas

Areas of Learning and Development	Birth to 5 Matters Aspects
Prime Areas	
Personal, Social and Emotional Development	Making Relationships Sense of Self Understanding Feelings
Physical Development	Moving and handling Health and Self-care
Communication and Language	Listening and Attention Understanding Speaking
Specific Areas	
Literacy	Reading Writing
Mathematics	Mathematics
Understanding the World	People and Communities The World Technology
Expressive Arts and Design	Creating with Materials Being Imaginative and Expressive

The **prime areas** begin to develop quickly in response to relationships and experiences and run through and support learning in all other areas.

The prime areas continue to be fundamental throughout the EYFS. **Specific areas** include essential skills and knowledge. They grow out of the prime areas and provide important contexts for learning.

We will continually assess your child's development against the criteria set in the EYFS profile. The aim of the profile is to gain reliable information of your child's progress and next stages of development. It helps us to plan a personalised curriculum for your child's needs. At the end of the year this information will be shared with you and their next teacher to ensure a smooth transition to Year 1.

How do Children Learn in the Foundation Stage?

The ways in which children engage with the environment and others around them underpin learning and development in all areas of the curriculum. The characteristics of their learning – playing and exploring, active learning and creating and thinking critically support children to become motivated and effective learners.

Children in the Early Years Foundation Stage learn through hands-on, play based experiences. It may seem that all your child does when they come to school is play. However, all of the staff who work in the Early Years Foundation Stage work closely with your child to scaffold their play so that they are learning and developing in as many areas as possible. All of the staff have a very secure knowledge of the development of each child in their care and they work with each child on an individual basis to help them develop. Outdoor play is very important to young children, and you can expect your child to spend a significant amount of time outdoors, whatever the weather. All areas of the curriculum are served by provision outdoors as well as in the classroom.



Childcare Provision

St Anne's Catholic Primary School wraparound care, which includes breakfast provision and after school provision, aims to support our community and ensure that there is extended provision for those families that need it. Wraparound Care is led and managed by a team committed to providing high quality experiences for every child, parent and carer who uses it. It provides a friendly, caring, and safe environment in which children are encouraged to develop social, personal, and recreational skills under the supervision of experienced staff. It is open during term time only, from Monday to Friday between 7:30am until 8:35am and 3:15pm until 6:00pm.

Wraparound Care is situated in our school hall. Food is prepared and served in our intervention room and activities are provided in the school hall. Parents can access the provision via the entrance at the main school office. Our dedicated telephone number is 07729093362. Children attending wraparound care will take part in a varied programme of activities. The provision exists for pupils of St Anne's Catholic Primary School and for 3-year-olds from St Anne's Pre School. Due to the ratios for younger children, we can only take a maximum of 4 children from the pre-school for any one session.

The number of children attending wraparound care and supervision levels at any session will be in accordance with Ofsted guidelines. The provision will comply with environmental health food safety standards. There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to. The maximum number of spaces available is 36.

The charge for parents wishing to use the wraparound care is split into the following sessions:

- 7:30am to 8:35am £4.00
- 3:15pm to 4:15pm £4.00
- 3:15pm to 5:15pm £6.50
- 3:15pm to 6:00pm £8.50
- 4:15pm to 5:15pm £4.00
- 4:15pm to 6:00pm £6.50

Booking

- All bookings must be received a minimum of 24 hours in advance via Arbor Pay. This is so our staff can ensure our ratios are correct and that they can cater for the correct number of children.
- Ad hoc bookings will only be accepted if you have credit on your account. The cut-off for ad hoc bookings will be 12:15pm each day.
- Any amendments to bookings or cancellations must be received 24 hours in advance via Arbor Pay or via the school office. If any sessions are not cancelled within this period, the charge will still be applied.
- Contact numbers and emergency contacts must be kept up to date.
- If your child has an allergy or any dietary requirements, please make these known on the registration form.

Please refer to the policy on our website for further information.