



# St Louis Catholic Primary School



Parent Information Booklet





# St Louis Catholic Primary School

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# About Our School

## Background Information

We are very proud of our history and tradition at St Louis School. The Sisters of St Louis Order was founded in France in 1842 by Louis Bautain and in September 1945 seven of the founding Sisters opened St Louis School in Aylesbury. In 2006 we celebrated our Diamond Jubilee and we were delighted that four of the original pupils from that 1945 class were able to join us for our Jubilee Mass, which was celebrated by Bishop Peter.

Although the school has expanded over the years, with stables and outhouses from the original convent being converted into classrooms, some things have changed very little since it began. The distinctive winter uniform, of which we are very proud, is the same original Hunting Stewart tartan pattern which was worn by the girls, except the pinafore is now a kilt. Our school motto and badge have not changed at all and 'Ut Sint Unum – That They May Be One' is as relevant today as it was in 1945.

## Our Patron Saint



St Louis was born near Paris, in France on 25th April 1214. He was King of France (Louis IX) from 1226 until his death in 1270. He is the only King of France to become a Saint and as such had many places named after him, including St Louis in Missouri, USA. Louis was very kind to the poor and took part in the Crusades. He was very well respected and known as a Christian Prince. He had a reputation for fairness and was often asked to intervene in quarrels between different rulers.

Louis was a devout Catholic and took seriously his role as 'Lieutenant of God on earth'. Louis died on 25th August 1270 in Tunis from dysentery while on his second Crusade. The Congregation of the Sisters of St Louis was founded in 1842 and named after him. It is this religious order which founded our school.

## School Badge

Each symbol on our school badge (the St Louis coat of arms) has a story to tell. The gold sword in the middle with thorns around it reminds us that our patron, St Louis, fought in the Crusades. St Louis recovered the crown of thorns which the Saracens had taken and brought it back to France. The Sisters of St Louis Order was founded in France, which is why the French symbol, the Fleur de Lys, is in the lower right hand corner. In 1859 some Sisters came from France to Monaghan, a town in Ireland, and in the left hand corner the tower of Monaghan can be seen. Finally, the chain represents our motto and symbolises how Christians are closely bound together in God's love, each working for the good of all.

## School Aims

At St Louis School we aim to achieve two things: that our children will achieve their true potential in academic, sporting or music success and that they will be the best possible citizens they can be in the future. Learning is at the heart of our school and we have the commitment of a well qualified and dedicated team of staff, supportive parents and Governors and pupils who are proud to belong to our school family.

## School Motto

The motto of our school is:

**“UT SINT UNUM – THAT THEY MAY BE ONE”**

and summarises our belief in the importance of being at one with God and the partnership between home, school and parish. We are supported in this by our Parish Priest who takes an active and full part in the life of our school. Our partnership enables us to achieve a family atmosphere providing a secure, happy, learning environment with Christ at the centre.

## School Prayer

***“Act justly, Love tenderly, Walk humbly” Micah 6***

## **Working in Partnership with Others**

We try to promote opportunities for working together both within our school and beyond with the Gospel at the heart of all that we do. Community both in our school, in the town in which we are based and beyond is very important to us.

We are proud to be part of a family of schools both in the Buckinghamshire Catholic Schools Partnership and within Networked Learning Communities. We support St Louis School in Ghana and our work in promoting cultural and world links has been recognised by UNESCO.

***We are all proud to belong to such a school.***

# The School Day

## The School Day

Reception pupils:	8.55am – 3.10pm
KS1 pupils:	8.55am – 3.10pm
KS2 pupils:	8.55am – 3.15pm

Children entering the school in the Reception Class start on a part-time basis (depending on when they are born) for a maximum of three weeks then become full-time.

## Procedures at the Start of the Day

- Children should not arrive on site before 8.40am unless registered to attend our Breakfast Club
- The first bell is rung at 8.55am and the children stand still
- The second bell is rung at which point the children walk to their line
- We encourage parents to use the 'drop off' point on the main drive to drop their children and go but if you must wait with your child/ren then please stand well back once the bell has been rung. This is to ensure that the adult on duty can see all the children clearly and no-one gets left behind on the playground.

## Other Routines

- There is a mid-morning break for all children and an afternoon break for children in Key Stage 1 (Years 1 and 2)
- Children are encouraged to eat fruit during morning break and this is provided free of charge for children in Foundation Stage and Years 1 and 2. Children in other years should bring fruit from home. Foundation Stage children (4 to 5 years old) have their own outdoor play times, separate to the rest of the school
- At the end of the day children are collected from their outside classroom door.

## Lunches

- Pupils can either have a packed lunch with a drink in a plastic container with their name on or a hot dinner
- All children in Reception and Years 1 and 2 are entitled to receive a free hot lunch
- If you are providing a packed lunch, please note **fizzy drinks and sweets are not allowed**
- For information about hot lunches, please see 'Hot Meals'
- Free school meals are available to any pupil whose parents receive Income Support, Job Seekers Allowance or Child Tax Credit (£16,190 is the upper limit). Details are available from the School Office.

***As some of our pupils suffer from severe peanut allergies, we ask parents to consider not using peanut butter as a sandwich filling. However, if peanut butter is the only option, then a separate table will be provided for your child to use.***

## Collection at the End of the School Day

At the end of the day children should be collected from their outside classroom door. The school day always ends with a quiet reflective time where prayers are said. It is very important that the children are not distracted by parents or siblings either knocking on the window/door or generally trying to attract their child's attention. Please be respectful of our Faith and the importance we place upon prayer by waiting away from the classrooms. When the children are ready the teachers will open the door and send your child to you. Please ensure that you do not block any pathways as it makes it very difficult for the children and staff to see their parents.

## End of the School Day

The Foundation Stage and KS1 children finish at 3.10pm and the KS2 children finish at 3.15pm. We do not have any facilities for late collection as the office staff end their working day at 3.30pm and teaching staff have parent appointments, staff meetings and courses to attend after school. Not only does late collection inconvenience staff it also leaves the children who have not been collected distressed. We do have the details of several Ofsted registered childminders at our school and we are happy to pass these on to you if you would like them.

# Working Closely with Parents

Positive home-school relationships are the key to ensuring that every child makes the most of their time at St Louis and we welcome the opportunity to work with our parents in a variety of ways. There are many opportunities for parents and families to share in the life of the school:

## Pupil Progress

There are numerous occasions for parents to receive information or visit the school to find out how hard their child is working, the progress they are making and how well they are doing against national expectations. We start each year with a 'Welcome and Meet the Teacher' meeting, when we explain what and how things are taught throughout the coming year and how parents can support their children's work. This is followed by an Open Evening (for children in Years 4 to 6) and a parent consultation evening for children in Years R to 3 in the Autumn term. At the beginning of the Spring term there is a parents' consultation evening (for all classes) followed by a short report about a child's effort, attitude and progress. In the Summer term there are individual appointments for some children and their parents with all children receiving a detailed report at the end of the Academic year. If your child is on the SEN register, you will be invited to attend termly meetings with the SENCO and the class teacher in addition to those listed above.

## Assembly & Masses

All parents are invited to share in the celebration of 'First Friday Mass' at 8.30am on the first Friday of each month and Masses celebrated on Feast days and at the beginning and end of each term. In addition, you will be invited into assemblies throughout the school year. Children in Foundation Stage are introduced gradually into whole school assemblies and Masses but they are welcome to attend Mass with you if you would like them to. This can be done by collecting your child from the Nursery or Reception classroom prior to Mass starting. Mass normally begins at 11.15am. Please look out for the list of dates at the back of our school Newsletters.

## **Contacting the School and Raising Concerns**

We want parents to feel able to contact us when they have any concerns, no matter how small. Your initial contact should be with a member of the office staff who will know who is the best person to help you. We will endeavour to return telephone calls within 24 hours and offer an appointment as soon as it is possible to do so. A variety of staff are available to deal with your queries so please do not hesitate to contact us.

At this school, the health, safety and well being of every child is our paramount concern. We listen to our pupils and take seriously what they tell us. Our aim is that children will enjoy their time as pupils in this school. We want to work in partnership with you to help your child achieve their full potential and make a positive contribution.

On rare occasions our concern about a child may mean that we have to consult other agencies even before we contact you. The procedures, which we follow, have been laid down by the Buckinghamshire Safeguarding Children's Board, and the school has adopted a Child Protection Policy in line with this for the safety of all. If you want to know more about our procedures or the policy, please speak to the Head Teacher or your child's Class Teacher.

There may be times when you want to write to the Head Teacher, Chair of Governors or Diocese regarding concerns you may have. Please note that by law we are unable to act upon those concerns unless the correspondence is signed.

## **Complaints Procedures**

By working closely with our parents we aim to answer and resolve any concerns that a parent may have. However, in the unlikely event that the class teacher or a member of Senior Staff is unable to deal with a concern to everyone's satisfaction then a formal complaints policy is in place. Copies of this are available at the school entrance or on our school website for anyone to refer to.

## Helping in School

Any help that parents can give is always greatly appreciated. Parents have been involved in helping in classrooms, with music, the choir, and sports activities. Parents have redecorated classrooms and joined us on outings. If you can give a regular morning/afternoon session each week or if you can only do a 'one off', then we would love to hear from you. Also if you have any contacts that may be of interest to us, then please let us know. *Please note however, you will not be asked to help in a class where a child is related to you as we feel this is not beneficial to the child or to other children in the class. If you are intending to help on a regular basis, you will be required by law to have all the relevant checks made (DBS). The school will apply for this for you.*

## Parent Questionnaire

We consult with parents regularly and this is usually done through the Newsletter or by short questionnaires. Every two years we send an extensive questionnaire where we ask for your views on a variety of things. We then report back to you about what you think.

## Parent Focus Group

A small group of parents meets regularly with members of the Leadership Team to discuss school issues. They meet about once a half term/term. If you would like to join the Focus Group, please give your details to the school office.

## St Louis PTA

We have an active PTA, which organises a variety of social and fundraising events that greatly enrich the life of the school. On average our PTA raises about £5,000 each year and this is spent on a variety of equipment that directly benefits our children.

As a parent of a child at St Louis you automatically become a member of the PTA and you will be encouraged to:

- Give time to the PTA by being on the committee or assisting at events
- Be active members of the PTA and support their activities.

You can help in a variety of ways either by fundraising, attending meetings or helping at events. Any help, no matter how small, is always welcomed. We would like each class to have at least one PTA representative and if you are interested in finding out more, please give your details to the school office who will arrange for a member of the PTA to contact you.

# A

## Arrival at School

Unless your child is registered to attend the Breakfast Club they should **not be left at school before 8.40am**. There is no supervision for children not attending Breakfast Club.

## Absence from School

If your child is ill, please do not send them to school. We have no facilities for looking after sick children. If your child has to be away from school, please call the school to let them know your child will be absent. This should be followed up by a letter to the teacher once your child returns. Please note that we operate an 'early call' system for absence. That means that we will contact any parents whose child is not in school by 9.30am. This is for your child's safety and your reassurance. However, it is a great help to our office staff if you can contact them by 9.00am. This is particularly important if you know you have booked a hot meal for your child so that we can claim a credit for you. If we do not receive notification by this time, you will lose your credit. Please leave a message on the school answering machine if there is nobody available in the office.

## Arrangements for Collecting your Child

If for any reason your arrangements for collecting your child have to change, please inform the school in writing or telephone the school office. **Do not rely on your child to deliver a message**. If you need to give a message to the Class Teacher, please come into the office and fill in a 'message slip'. This will be passed on to the teacher by the office staff. Please do not try to gain the teacher's attention as the children are coming into class. If what you have to say is important, it will need more than a few minutes and if what you have to say is confidential, it should not be discussed in front of other parents or children. If it is neither of these things, then it can wait! Our school staff are always happy to arrange meetings with you at a time that is convenient for all parties.

## **Allergies and Hay Fever**

If your child has an allergy, it is your responsibility to let us know about it. This is particularly the case with food allergies as your child will be doing cooking as part of the curriculum. If your child suffers from hay fever during the summer months, please complete a medication form so that eye drops or an anti-histamine medicine like Piriton can be given.

## **After School Clubs**

A variety of activities take place both after school and at lunchtime. Please look out for the most up-to-date information about this on our school website.

## **B**

### **Breakfast Club**

We want our children to get off to a good start each day. One of the ways we can do this is by offering a healthy and nutritious breakfast at a subsidised cost. Every morning children can be dropped at school for breakfast between 8.00am and 8.20am but they must be registered first. If you are interested in your child attending the Breakfast Club, please complete the form which is available on our website or from the school office. Please note there is a maximum number of children who can come to our Breakfast Club so please check with the office to see if there are vacancies before making any changes to your working arrangements. Children who attend are expected to follow our Breakfast Club rules and be mature enough to cope with the routines. This might mean that some younger children from our Reception classes are not yet ready to attend our Breakfast Club.

Our Breakfast Club operates from 8.00am to 8.40am and is run on a 'not for profit' basis. That means we keep our charges as low as possible, only enough to cover our operating costs. In this way we encourage as many of our children as possible to start the day on time and with a nutritious breakfast. For details of our current charges please see our school website.

## **Rules of the Breakfast Club**

- A child has to register with the Breakfast Club before they can attend
- This is done by filling in a form available from the office or school website
- You may drive into the school drive and drop off your child at the dropping off point on the school drive. Remember to drive slowly, do not exceed the speed limit, i.e. 5mph, and watch out for oncoming traffic or children who may be crossing the road
- Entry to the Breakfast Club is via the main entrance doors
- Pupils should hang their coats and bags up in the cloakroom area nearest to the hall before they come into breakfast. After breakfast the children will take these out onto the playground
- Children should wash their hands before eating and if they need the toilet during breakfast they should use the toilets nearest the hall
- Once breakfast is over the children will be expected to take part in quiet games or activities which we will be providing
- Children will be allowed to go out onto the playground from 8.40am
- Children in Foundation Stage are taken straight to their classroom
- Children are expected to show and learn good manners for example, saying please and thank you
- Children are also expected to show and learn good table manners for example, sitting at the table properly whilst eating
- Children whose behaviour is giving cause for concern may be asked to leave and will no longer be able to attend

The start time for Breakfast Club is 8.00am and the latest time that you can drop your child off for Breakfast Club is 8.20am.

## **Breakfast Club Volunteers**

In order to run the Breakfast Club at the lowest possible cost we rely on parents to volunteer. We appreciate that it is difficult to give time at the beginning of the day, but if you could spare even a short amount of time you will make a huge difference to our children.

Remember parents can help for as many or as few days as possible and in the following ways:

- From 8.00am until 8.20am helping with preparation of toast, serving of cereal and juice

- From 8.10am until 8.30am helping with the washing up
- From 8.30am onwards helping with the clearing up.

Obviously it would be great if parents could stay for the whole session but that is not always possible and as you can see from the above, 20 minutes of time can make a big difference. If you can help, please phone or pop into the school office. Remember even helping on one day a week may make the difference between the Breakfast Club operating or having to increase its charges. *If you are intending to help at the Breakfast Club on a regular basis, you will be required by law to have all the relevant checks made (DBS). The school will apply for this for you.*

## **Bullying**

We take seriously our responsibility to respect each member of our community and ensure equality of opportunity and esteem for all. As such positive relationships are at the heart of what we do. We are proud of the fact that we have many cultures, backgrounds and languages in our school and we actively promote respect for each other.

We have a clear policy about behaviour and bullying which is reviewed regularly with our pupils, governors and staff. A copy of this is available at the school entrance and on our school website. The aim of our policy is to reduce the opportunity for bullying to take place and deal with it effectively when it happens. We do this through PSHE, RE, the House System and the School Council.

## **Buddy System**

When a child starts school they are given a Buddy (older child) who will spend time with them and help them throughout their time at St Louis. If your child joins us in Years 4, 5, or 6 they will be given a younger Buddy. Children in Year 3 learn to be Buddies ready for when they move into Year 4. For more information please see section **I** (Induction/Welcoming Ceremony) and **P** (Pupil Responsibility).

# C

## **Contact Numbers**

Please make sure we have up-to-date information on how we can reach you in an emergency or if your child is unwell. Please include work numbers and mobiles if you have them and ensure that there are sufficient people (a minimum of 3) as your emergency contacts. These should be people who we can contact in the case of an emergency and who can act on your behalf or know how to get a message to you.

## **Car Park**

Parents are not allowed to park in the school car park during the day unless they are helping at Breakfast Club or collecting a sick child. Parents should park away from the school and walk up the pedestrian footpath to the main office.

For your own safety please follow the pedestrian routes and do not walk on the drive or through the car park.

## **Code of Conduct**

At St Louis School we want everyone to feel safe and valued and to be able to learn in an atmosphere of calmness and respect. We want pupils to learn values that will stay with them as they move on to their next schools and into adult life.

In order for this to take place all pupils are expected to follow and stick to the Code of Conduct.

## CODE OF CONDUCT

- Pupils should behave in a manner that causes no harm to others, or damage to property, nor harm the reputation of the school. This includes school visits or where the school is being represented
- Pupils should behave in the 'online world' as they are expected to behave in the 'real world'
- All pupils should wear full school uniform with pride and be appropriately dressed for all school activities
- Pupils should listen carefully to all school staff and speak to them politely and with respect
- Pupils should work quietly and sensibly in class, not distract or annoy others and show courtesy and consideration at all times
- Bullying or racism of any kind will **not** be tolerated
- Pupils should move calmly and safely around the school
- Pupils must not leave the classroom or school premises during the school day without permission.

We also have a Code of Conduct which applies to all who work or visit our school, including parents and their guests. There is an expectation that the right examples of behaviour will be set to our children by adults who are around them. This means that when you are on or near school premises you must not:

- Use foul or abusive language
- Swear
- Behave in an aggressive, violent or intimidatory way
- Use racist language
- Approach another person's child to 'tell them off'
- Smoke

We all have a duty to do the best for our own and other people's children. There can be no exception to this. Parents quite rightly send their children to this school because they feel that they are going to be safe and shielded from such behaviour. This is especially so in a Catholic School. The school does have the power to 'ban' parents from our school and premises if they cannot comply with these expectations. Whilst this is something we would do with reluctance, nevertheless it is something we will do in order to protect the well being of our children as and when necessary.

## The School Council

The School Council is made up of two elected members from each class and meets once per half term during school hours. Pupils and staff take it in turns to chair the meetings and minutes are kept as a record of discussion. The School Council helps to make important decisions about the school and take part in giving rewards and sanctions. For children whose behaviour falls below our expectations they may be asked to come before the School Council to account for their actions.

## School Closures e.g. 'snow days' or early closing

We will always do everything in our power to open our school and keep it open for the full school day. Closure is only ever a last resort, however it does occur and sometimes it may be that the school cannot open or has to close early.

In the event of a closure there are six main ways we will communicate information to you:

1. Message via Twitter
2. Where possible we will leave a message on the school answer phone. Obviously this depends on someone making it into school and recording the message. Telephone: 01296 488915
3. School's website: [www.stlouisrccschool.co.uk](http://www.stlouisrccschool.co.uk). Check the 'home' page
4. School closure page on Bucks County Council website: [www.buckscc.gov.uk](http://www.buckscc.gov.uk) (link school closures). **If we do not appear on the closure list, it means we are open.** (Remember on the first day of any closure this may appear later than subsequent days so keep checking)
5. Mix 96 radio
6. If you are registered with the school text messaging service you will receive a text direct to your mobile.

If you do not have access to a computer or the internet at home, get your child to 'buddy up' with another child/family who has and ask them for the latest update.

## D

### Dogs on Playground

Dogs are not allowed on any of the school playgrounds even if they are on a lead.

### School Drive

If for any reason you have to use the drive, please ensure you keep to the school speed limit and watch out for young children and cyclists.

***No cars are allowed up or down the drive (including taxis) between the hours of 8.30am and 9.15am or 2.45pm and 3.30pm unless you are a Breakfast Club volunteer, collecting a sick child or using the drop off point. Please note if you are using the drop off point, it is for dropping off only. Under no circumstances must you park in the drop off point or in the turning circle as you will block anyone else trying to come in.***

Please ensure your child walks with you on the pedestrian path. Do not let them run across the drive or along the grass verge. This is dangerous.

## E

### Electronic Games

These are not allowed in school and we cannot accept any responsibility for items that are brought in without permission and are then lost, stolen or damaged.

### Equipment

All equipment, such as pencils etc, is provided by the school so you do not need to buy any. The cloakroom areas for our school are small, so please make sure that any school bags are of a reasonable size and as small as possible. They only need to be large enough to hold a lunch box, reading book etc. ***Remember, by using smaller bags you help us reduce any risk of trips and falls.***

## **Evacuation/Emergency Plan**

For emergencies that may occur in school and might cause us to evacuate the building permanently, i.e. if there were a fire and we could not get back into school, please note our place of safety is the Elmhurst School, Dunsham Lane, Aylesbury, HP20 2DB Telephone: 01296 481380. In the unlikely event of this occurring you would be asked to collect your child from Elmhurst School. We would let you know this either by a message on Twitter, placing a notice on the school gate, having it broadcast on the local radio station (Mix 96), sending a text message via the school text messaging service or on the Bucks County Council website.

## **F**

### **First Friday Mass**

All are welcome to attend and entry is through the main entrance.

### **First Aid**

A qualified First Aider deals with minor accidents and ailments, which occur in school. In the event of a more serious incident, parents will be contacted and advised to seek further medical attention and if necessary, the child will be referred to the hospital. It is essential therefore that emergency contact numbers are kept up-to-date and we would ask you to ensure that the school office is notified of any changes.

## **H**

### **Hairstyles**

No extreme hairstyles or hair adornments are allowed (except for 'Mad Hair' Day). Long hair should be tied back with a dark coloured elastic, hair bobble or ribbon. No brightly coloured hair bands, hair clips etc should be worn.

# Home School Agreement

Positive relationships are at the heart of life at St Louis and children and adults alike are encouraged to reach their full potential whilst being aware of their responsibility to do what they can to enable others to do the same. In order to help create the right climate for learning, there is a Code of Conduct, which sets out the standards we expect pupils to adhere to. This is shared with our parents and pupils through the Home School Agreement and is set out clearly in our Behaviour policy. All parents and children are expected to sign the Home School Agreement when starting St Louis School.

## Homework

Information about this is given out when you meet the new class teacher at the 'welcome' meeting in September.

## Holidays

You will know from recent press coverage that having holidays during term time has received a lot of publicity. Head Teachers have been given new powers to deal with situations where pupils are missing school in order to have holidays. While there is sympathy towards parents who want to take holidays when the prices are lower, there is a direct link between pupil achievement and regular attendance in school and this is something that the school takes very seriously and has worked very hard to improve. So, while the Head Teacher can authorise a leave of absence during term time it is at the Head Teacher's discretion, it is not automatic. Consideration is also given to the year group the child is in and their attendance and punctuality record and it can only be done in exceptional circumstances.

- Leave of absence forms must be submitted a month in advance of the absence date
- Current attendance rates for your child will be taken into account. Children who have less than 90% will not be considered for any authorised absence during term time

- Where forms are not completed with the necessary notice or where permission is not given the absence will be recorded as unauthorised
- Where children are absent for a continuous period of 4 school weeks they are automatically taken 'off roll' and lose their school place.

## Hot Meals

Menus go out on a Monday. This is for the following week's meals. The completed menus should be returned to the office by Tuesday at 3.15pm.

**Menus received after Tuesday at 3.15pm cannot be guaranteed to be processed.** Payments must be in a sealed envelope with your child's name on it and attached to the back of the menu form. If you are paying by cheque, please remember to add the 50p processing charge to your cheque. Unfortunately, as the school office does not handle any of the cash (it goes straight to the kitchen at Elmhurst school) we cannot give change. If you think you may be entitled to Free School Meals, please contact Mrs Bellingy in the school office who can advise you accordingly. (Criteria: you are in receipt of income support, job seekers allowance or child tax credit but not working tax credit).

## House System

When children join St Louis they automatically become a member of one of our four houses: Gray (red), Milton (green), Keats (blue), Wordsworth (yellow). Each year, pupils from Year 6 put themselves forward for election as Captain and Vice Captain by the children in their House. The successful candidates then represent and lead their House. Their parents are invited to join us in a special assembly where their promises are made to the whole school.



## Induction Ceremony/Welcoming Ceremony

When children start school in the Reception class they are formally welcomed with an induction ceremony called the 'Welcoming Ceremony'. This takes place in the Autumn term. The new pupils meet with older pupils who will be their 'Buddies' throughout their time at St Louis. Gifts are

exchanged, songs and prayers shared and parents stay for morning tea and cakes. They receive certificates and House badges from their Captains and Vice-Captains. This is a lovely occasion and all parents and families of the Foundation Stage children are welcome to share this with us.

## **Illness**

In the interest of your child's well being and that of others, children who are unwell should not be sent to school. Please note that we have no facilities for looking after sick children so if your child is taken ill at school, you will be contacted and asked to take him/her home. If your child has been vomiting or has had diarrhoea, it is school policy for him/her to remain off school for the following 48 hours. This is to ensure that your child is fully recovered and ready to return to school and to reduce the risk of other people becoming unwell.

## **J**

### **Jewellery**

Jewellery (including those items considered to be of religious significance) and earrings are not allowed. Children with pierced ears may wear plain studs, although County safety regulations state that they must be removed for PE/games and swimming. Pupils who wear earrings other than plain studs will be asked to remove them. If your child cannot remove and replace their own earrings, then they should not be worn on the day that your child has PE. There can be no exceptions to these rules.

*Please note: The school accepts no responsibility for the loss of jewellery or earrings in school.*

## **L**

### **Lollipop Lady/School Crossing Patrol**

We are very lucky to have a school crossing patrol lady, who helps the children cross the main Elmhurst Road. She helps to ensure that our children are able to cross a very busy road in a safe and appropriate manner. Please ensure that you set the correct example to your children

when crossing the road. If your child walks home on their own please make sure that you discuss the way that they should cross the road safely and advise the school in writing that you give them permission to walk to and from school on their own.

## **Lost Property**

We regularly put 'Lost Property' out at Parent Consultation evenings and when school events are taking place. Please help to reduce the number of jumpers and cardigans that go missing by making sure a name is written in each garment. Any items of uniform left at the end of term will be washed and put for sale in the Thrift Shop. Any non uniform items will be given to charity.

## **M**

### **Medicine**

Medicine will only be administered in school if it is a doctor's prescription, which requires a fourth dose to be taken with food at lunchtime. In such circumstances a medication form, available from the school office or the school website, must be completed and sent in with the medicine, which should be clearly labelled with the child's name and the dosage. Please note that we can only administer medicine between 12.00pm and 12.30pm. If your child needs medicine at any other times, then you will need to make arrangements for an appropriate person to come up to school to do this.

Children who suffer from asthma should have an inhaler in school at all times. Please notify the Head Teacher if your child will have an inhaler in school or if your child will require any other medication, such as an epi-pen for peanut allergy.

### **Mufti Day (Non-Uniform Day)**

From time to time the school holds a 'Mufti Day' to raise funds either for charity or for the school. This means that your child can attend school without wearing their school uniform in return for a small fee.

## Mobile Phones

The school does not accept liability for any mobile phones in school. Should your child need to bring a phone to school for any reason a letter should be sent with the phone, stating the reason why it is necessary for it to be in school. Your child should bring the phone up to the school office for safe keeping during the day.

Any phones found in school without a letter will be confiscated and placed in the school safe. A parent will then need to collect it from the school office.

## P

### Parish Church

The church attached to our school is St Clare's and this can be found at the bottom of Elmhurst Road, next to the traffic lights and big intersection with Buckingham Road (A413).

### Parking

Parking around the school is limited. If you come to school by car, you must drive and park in a considerate and lawful way i.e. do not park on someone's garden, block a drive/access or drive or park in a way that will endanger other children, adults or road users.

You can reduce congestion by:

- Giving yourself enough time to get to and from school. Remember you can drop your child off from 8.40am in the morning. You do not need to park and wait
- Your child can be dropped off at Breakfast Club from 8.00am to 8.20am (please make sure you are registered with the Club first)
- Parking further away from the school and walking
- Car sharing or arranging to take turns to bring each other's children
- Walking or cycling to school.

## **PE**

PE is part of the National Curriculum and all children are expected to take part in PE lessons. All children should have their PE kit in school at all times as the children will find that there are lots of opportunities to take part in team sports over and above their normal PE time. Taking part in PE is not an 'option' and children can only miss it if there is a doctor's note. If your child does not have the correct PE kit in school, you will be contacted and asked to bring the kit to school. There is a small amount of 'spare kit' which we loan to children in an emergency but your child should not rely on this and remember to bring their own.

## **Pupil Responsibility**

This is a very important aspect of our school. There are many opportunities for pupils to take on positions of responsibility. These include Prefects, Playground Leaders and Reading Partners. All pupils in Year 4 and above are a 'Buddy' to a younger child.

## **R**

### **Rewards for Good Behaviour, Good Conduct and Achievement**

At St Louis School we believe in rewarding good behaviour, regular attendance, a positive attitude to learning and good deeds. We do this in a variety of ways, such as giving merits and class awards. Good conduct and Head Teacher awards are given and children can work for bronze, silver and gold badges. Letters and postcards of congratulations are also sent home.

### **Religious Education**

By choosing to send your child to a Catholic school, you are accepting that religious education will be taught for 10% of the curriculum time, prayers will be said daily and an assembly/act of collective worship will take place each day. Christian symbols are present in each classroom and most public areas. All children follow the designated religious scheme as approved by

the Bishops of England and Wales (including learning about two other World Faiths each year) irrespective of their home religion. Parents have the right to withdraw their children from religious education and collective worship but before considering this course of action they should make an appointment to meet with the Head Teacher to discuss this.

## **S**

### **Sacraments of Reconciliation and First Eucharist (First Confession and First Holy Communion)**

This preparation is undertaken by the Parish so it is important that you register your child with your own Parish Priest or with Father John Beirne if you attend St Clare's or St Joseph's in Aylesbury.

The people responsible for the programme (Key Catechists) at St Joseph's and St Clare's are Mrs V Dodd and Mrs F Sparshott, under the direction of Father John Beirne, Parish Priest. Please note the Sacraments of Reconciliation and First Communion are for Baptised Catholic children so if you are unsure about whether your child is eligible or not to take part in the programme, you should speak to Father John or your Parish Priest to find out what the arrangements are in your Parish. If you have any queries, please contact Father John or Mrs Dodd. Their phone numbers are available from the school office.

### **St Louis Day**

On the Thursday nearest to the 23rd June we celebrate the Feast Day of our patron Saint, St Louis. This is a very special day for the whole school. We always have Mass at 11.15am and the whole school, including the Foundation Stage, attends. This is traditionally followed by a whole school picnic on the school field (weather permitting). If the weather is wet or miserable, the picnic takes place inside. All the children and their families attend this. The picnic normally ends at about 1.30pm in the afternoon and parents are welcome to take their children home early i.e. when the picnic is over, if they would like to. All the staff join the parents for the picnic and you should make sure that at the end of the picnic you have told your child's teacher that you are taking your child home.

## **Safeguarding our Children**

Your children are very important to us and safeguarding their well being is our primary concern. At St Louis School we listen to our pupils and we take seriously what they tell us. Our aim is that children will enjoy their time as pupils in our school. We want to work in partnership with you to help your child achieve their full potential and make a positive contribution to school life. On rare occasions our concern about a child may mean that we have to consult other agencies even before we contact you.

The procedures, which we follow, have been laid down by the Buckinghamshire Safeguarding Children's Board, and the school has adopted a child protection policy in line with this for the safety of all. The Designated Safeguarding Lead at St Louis School is the Head Teacher. If you want to know more about our procedures or the policy, please speak to the Head Teacher.

## **No Smoking**

The whole of the school site, including drive, back gate and the field, is a no smoking zone. The back gate in particular appears to be a place for smokers to congregate and this is very unhealthy for our children. If you are smoking, please do so well away from the school gates and dispose of your cigarette ends in a responsible manner.

## **Special Educational Needs (SEN)**

Children can experience some learning difficulties during their time at school. These are sometimes temporary problems, which can be overcome with extra support from school and home. Some children have more complex or long term problems, which need careful monitoring throughout their school years. Whatever sort of problem or difficulty your child has it is important that school and home work together.

At St Louis School we review our SEN policy and procedures regularly with our SEN Governor. In that review we look at how successful we are at implementing our Policy and make a note of any changes. We also meet regularly with the parents of children with special needs to review progress

made and call upon external help such as Specialist Teachers, Speech and Language Therapists and the Educational Psychologist. Copies of any reports written by these professionals are always shared with parents and appointments can be made to discuss these in person if required. More details regarding our policy can be found in a short information booklet, kept at the entrance of the school. A more detailed copy of our SEN Policy is also available on request.

## **Swimming**

In Key Stage 2 children take part in swimming lessons at the Aqua Vale pool. This is a fantastic opportunity for our children but it comes at a cost that you are expected to contribute towards. You will be asked to pay £3.00 per week in a sealed envelope when the lessons start. This covers the cost of the coach journey to and from the pool. If parents are not prepared to contribute, it does mean that the children would have to walk. Please note that your child must wear a swimming hat. These are available from the pool or sports shops. Further information and reminders about swimming will be given to the children nearer the time.

- Year 5 children go in the Autumn term
- Year 4 children go in the Spring term
- Year 3 children go in the Summer term

## **T**

### **Taxi Collection**

If your child is being collected by taxi, the drivers are permitted to drive up the school drive and collect from the Main Reception. It is your responsibility to let the child's class teacher/school office know in advance the name of the taxi company that will be collecting your child.

### **Thrift Shop**

The school has a supply of good quality second hand uniform. We hold sales half termly but if you need something before, please enquire at the school office.

# U

## Uniform

You will be aware that our uniform is something we are very proud of and it is an important part of our school. By choosing to send your child to our school you are agreeing to our policy on school uniform and you should ensure that your child is wearing the correct St Louis uniform (as per the table below).

	GIRLS	BOYS
Winter uniform	Kilt (Hunting Stewart Tartan)	Grey trousers
	Yellow shirt and school tie	White shirt and school tie
	Green cardigan or V-neck jumper	Green V-neck jumper
	White socks (short or knee length) or bottle green, or black socks (knee length only) Bottle green or black wool tights	Black or grey socks
Summer uniform	Green and white dress, either stripes or checks	Green polo shirt (summer)  Grey trousers or shorts
<b>GIRLS AND BOYS</b>		
PE Kit	Foundation Stage and Years 1 & 2	Yellow t-shirt and black shorts (same as Y3 – Y6)  <b>Black</b> plimsolls (please make sure that these fit your child correctly)
	Years 3, 4, 5, 6	Yellow t-shirt, black shorts, trainers
	Year 5 & Year 6	Tracksuit bottoms* and sweatshirt* (winter time for Years 5 & 6)  <i>*must be appropriate for a PE lesson</i>

Children are allowed to wear summer uniform from Easter until October half term. If you prefer, children can wear winter uniform all year round.

All of our uniform is available from John Lewis and to order it you need to use their online service. You can either do this from home or by going into the store where a Sales Assistant will help you place your order online. You can then arrange to collect from the store after 2.00pm the next day or have it sent to your home within 5 days. However, unless you are spending £30 or more there will be a charge for the delivery service.

To order online:

- Go to: [www.johnlewis.com](http://www.johnlewis.com)
- Click on Baby & Child
- In the column titled School uniform click on 'uniform by school'
- Click on Buckinghamshire/Bedfordshire and you will find St Louis School in the list on the left hand side. Click on our School name and you will find all our uniform. *Please note there are other stockists of the girls dresses such as Marks & Spencer.*

If you are at all unsure of our uniform, please contact the school office who will be happy to help.

- If your child has boots or wellingtons for outside wear they will need to have normal school shoes to change into when they enter the school building. Trainers and boots are not allowed inside the school building
- Please ensure that all items are clearly marked with your child's name
- Nail varnish is not allowed
- Please note that tattoos, real or temporary, are not and never will be part of our school uniform. Please ensure that your child does not come to school with these
- Jewellery (including those considered to be of religious significance) and earrings are not allowed but children with pierced ears may wear plain studs, although County safety regulations state that they must be

removed for PE/games and swimming. Pupils who wear earrings other than plain studs will be asked to remove them

- Long hair should be tied back with a dark coloured elastic, hair bobble or ribbon. Please no extreme hairstyles or adornments.

St Louis PTA organises the sale of second hand uniform at very reasonable prices and is pleased to receive any good quality clothes your child outgrows.





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