

Starting
St Andrew's C of E Primary School
Years 1 - 6



St Andrew's C of E Primary School
2023/ 2024

Welcome to St Andrew's School. This booklet contains information that will be helpful to you and your child if your child is starting in Year 1 or above at St Andrew's. We hope that your child will be happy and will settle quickly into school life. If you have any queries or problems please do not hesitate to talk to your child's teacher or to me directly.

Mrs Jo Holmes, Headteacher

CONTENTS

Start of the school day
Mid-morning break
Lunchtime
End of the school day
Mobiles
Assembly
Entering and existing school buildings
Security
Bicycles
Keeping in touch
School uniform
Lost property
Emergencies
Procedure for taking children out of school during the day
Absences
Illness
Medicines
Planned Absence
School charging policy
Making payments for school charges
Water
Library
Extra curriculum activities
After school club and morning breakfast club
Home / school communication
Governor & Parent/Guardian liaison
Home learning
How to contact us
Helpers/Volunteers
St Andrew's school association (SASA)
School map
Term dates

SCHOOL DAY

8.40	Doors open, children may come in and engage in reading or any other quiet activity
8.50	School starts for children in Years 1 - 6
9.00	Door opens at Headington Quarry for Rainbow Reception Class
9.10	School starts for children in Reception at Headington Quarry
10.10-10.25	Morning break for Years 1 and 2
10.45-11.00	Morning break for Years 3 – 6
12.00	Lunch time staggered
1.00	Afternoon register
3.00	School ends for Foundation at Headington Quarry
3.20	School ends for Years 1 – 6 at St Andrew's

START OF THE SCHOOL DAY

At 8.40 am parents/guardians take their child to the drop off point for their class (outdoor play area for Years 1 and 2, Co-op side gate entrance for Years 3 and 4, quiet area for Years 5 and 6. Teachers are available in the few minutes before school begins, but this is a very busy time so we would appreciate it if parents/guardians did not expect to have extended discussions with teachers in the morning. If something is troubling you, this is a good time to make an appointment to see your child's teacher later in the day or week.

It is important that children arrive on time. Pupils are often quite upset to arrive late and find that they have missed the start of the day. If your child arrives late in the mornings, please come to the school office at the front visitor entrance. Your child will be signed in at the school office and taken to their class. If you arrive late and need a school dinner, it is essential to report to the school office to book in. If you know your child has a morning appointment but will be back for dinner, please let the class teacher know the day before.

Please remember, however, we would rather a child be late than not come to school at all.

MID-MORNING BREAK

Weather permitting, children usually play outdoors during break time. Their break is 15 minutes. Please make sure they have a coat at all times.

Children may bring fruit to eat during the mid-morning break. Free fruit is available for children in Reception, Year 1 and Year 2. No fizzy drinks or sweets are allowed on school premises.

LUNCHTIME

Children may have a dinner cooked on the premises and served in the canteen at the far end of the playground. Children may bring a packed lunch. Packed Lunches should consist of a savoury filled sandwich, drink, fruit and yoghurt. **We are a nut free school.**

Lunch is £2.30 per day, £11.50 for the week. In KS1 and Reception children are entitled to a free school meal. We use the online system ParentPay, where parents/guardians can pay their child's dinner balance online. However, we are still able to accept cash or cheques (made out to OCC) in the office. Good quality dinners are cooked at school. The menu is available on the school website (under Parents – Useful Information). Children are able to choose their hot meal in the morning when they order their dinner. Yoghurt or fruit is available for dessert.

All children have 15 minutes to sit down and eat their lunch in the canteen. All children are expected to sit down and eat and wait with their friends until the outside play time. The children then all enjoy a supervised playtime outside of 40 - 45 minutes, inside if it is raining. At the end of their playtime, they line up in the playground and are collected by their teachers for the afternoon registration and lessons.

END OF THE SCHOOL DAY

The school day ends at 3.20pm for Years 1-6 and parents/guardians are encouraged to wait for their children at the appropriate exit (which is the same as where they were dropped off).

If parents/guardians have not arrived to collect them by 3.25pm, then children will be taken to the office for collection. If After School Club is required as a result of a late collection the session may be charged

for. If you are going to be late please call and let us know; children get very anxious when a parent/guardian is late. If you have arranged for someone else to pick up your child, please let the school know, and ensure that the other person is clear about your arrangements. The school cannot ask other parents to take your child home. Years 5 and 6 may go home alone provided we have written permission from their parents/guardians and a signed return slip- these will be sent out in September.

MOBILES

Only children in years 5 and 6 may have a (non-smart) mobile phone in school. These must be handed into the class teacher first thing in the morning for secure keeping and collected at the end of the day. A letter will be sent home outlining responsibilities at the start of the academic year.

ASSEMBLY

The children attend assembly daily.

Monday - in Class

Tuesday - Father Darren / Headteacher - Collective Worship

Wednesday - Music Co-ordinator - Singing Assembly

Thursday - Deputy-Head - Multi Faith / Topical Assembly

Friday - Headteacher - Celebration Sharing Assembly

ENTERING AND EXITING THE SCHOOL BUILDINGS

To help manage the flow of children safely through the school, we ask each class to use certain doors:

- Year 1 and 2 should use the entrance through the new play area by the Year 1 / 2 classrooms and pick up from this area too.
- Year 3 and 4 children should use the entrance by the school gate on the Co-op side of the school and pick up in the same place.
- Year 5 and 6 children should use the entrance by the quiet area, children will be dismissed through this door also.

Please note, children must NOT play on the play equipment in the playground before or after school. Thank you.

SECURITY

For security reasons the gates at the side of school and the back of the playground are locked between 8.50 - 3.15. Cars and lorries are not allowed to drive into school between 8.40 - 9.15, and 3.00 - 3.30. If you see cars or lorries driving in during these times, please tell us. Parents/guardians are unable to collect or drop children off at school by driving into the staff parking area. We encourage children to walk or cycle to school but if you come to school by car, please park responsibly in a neighbouring street. No parking is available on site for parents/guardians.

BICYCLES

The school has bicycle racks for bicycles and scooters. It is the owner's responsibility to ensure that their bicycle or scooter is securely locked to these racks. Bicycles and scooters must not be ridden on school premises.

KEEPING IN TOUCH

- School update newsletters are emailed out from the Headteacher weekly, these include key dates, reminders and advance information and can be found on the school website.
- Class letters from your child's teacher are emailed out termly.
- Parentmail is used to send class groups messages and whole school information.
- Class Dojo is used by class teachers for reminders and sharing photos of events in school.
- Parents Consultations in the Autumn and Spring terms are opportunities to talk to your child's class teacher.
- The School website displays all useful information about the school.
- Parents/guardians are encouraged to join us for special events during the year. These might include services at St Andrew's Church, class performances and SASA events.

SCHOOL UNIFORM

St Andrew's school uniform is for children in Years 1 - 6. Our school uniform supplier is School Trends, to purchase St Andrew's logo embroidered uniform, search with the school post code OX3 9ED on the school trends website here; www.schooltrends.co.uk

The recommended items are:

- Trousers, skirts, pinafores, shorts, trousers - plain grey, navy or black (no blue denim jeans)
- Shirts, blouses, polo shirts - white or blue, plain or school logoed
- Summer dresses - white/blue gingham
- Pullovers, sweatshirts, cardigans - St Andrew's school logo, royal blue
- Footwear - sensible footwear, flat shoes/boots (which do not rise above the ankles) or trainers, plain colours please (no flip flops, jelly shoes or 'high' heels)
- Socks/tights - plain grey, navy or black
- For health and safety reasons, children are not allowed to wear jewellery to school except for small plain stud earrings. A plain, no internet-enabled watch may be worn
- Cultural/religious clothing e.g. Hijab should be in line with school uniform colours and be functional for all curriculum subjects for health and safety
- Long hair should be tied back for school and PE for safety and all earrings removed

School book bags, swimming hats and water bottles are all available to purchase from the school office. Book bag £4, water bottle £2, swimming hat £1.

PE kit - Whilst we do not insist on a uniform, St Andrew's logoed 'classic t-shirts' are available to purchase from the school trends website. www.schooltrends.co.uk

Clothing for PE should include plain shorts/tracksuit bottoms and a plain t-shirt, together with plimsolls or trainers, in a named small bag to be kept on the child's peg.

When children go swimming in KS2, they need a swimming costume, towel and swimming hat. All school clothing, PE kits and swimming gear must be clearly labelled.

LOST PROPERTY

Named lost property will be returned to your child. Other items of lost property will be placed in a blue box outside the library.

EMERGENCIES

Before your child starts school you are asked to complete an enrolment form giving the school emergency contact telephone numbers and any medical information which the school needs to know. If your child is taken ill or is injured whilst at school, we will use the information given on these forms to contact you. It is important that the school office is made aware of any changes to the emergency contact details as soon as possible. A Change of Contact Details form is available from the school office or website.

The school has several First Aiders. When an accident occurs the First Aider decides on the extent of the injury and, if only minor, will deal with it.

Serious accidents are reported immediately to the Headteacher or Deputy, who will decide if the child needs to go to the hospital. Every effort is made to contact parents/guardians, but where parents/guardians are not available, a member of staff will accompany the child and stay until a member of the family arrives.

All head injuries, however minor, are reported to the class teacher. All serious accidents are recorded in an Accident Book. If a child has an injury which might not be easily noticed (an 'unseen injury'), a green form is sent home with the child.

PROCEDURE FOR TAKING CHILDREN OUT OF SCHOOL DURING THE DAY

You are expected to make all routine appointments outside the school day. If due to a rare circumstance, you need to take your child out of school during the day, please email the school office who will inform the class teacher. A member of staff in the office will sign your child out.

ABSENCES

If your child is absent, please contact the school office each day they are off to let us know why they are not in school. If a child is absent without explanation, the school office will contact the parents/guardians to ask for an explanation. We are required by law to keep detailed records of absence, and to report the statistics annually. It is your responsibility to provide an explanation.

ILLNESS

If your child has been sick or ill during the night, we would appreciate it if you did not send them into school for 24 hours. A child who becomes ill at school may be taken to the medical room next to the office. If needed the child is able to lie down while a parent/guardian is contacted to come and collect him/her.

MEDICINE

It is best to avoid children having to bring prescription medicines into school, by scheduling the doses for times when the parent/guardian can administer them at home. Parents/guardians are welcome to come to school to administer medication. Medication should be brought to school when absolutely essential, and the "Request for School to Administer Medication" form must be completed. The completed form together with the single dose of medicine, or whatever is required for that day, should be handed to the school office. If a child attends morning club, a parent/guardian should still bring the medicine to school. Only medication which has been prescribed by a doctor can be administered in school.

PLANNED ABSENCE

The school can only authorise leave in exceptional circumstances. You are encouraged to not take your child on holiday during term time. All holidays are recorded as unauthorised in the register. Please complete a leave of absence request form for all days taken during term time, available from the school office or website. These should be completed a minimum of two weeks prior to the absence and returned to our Headteacher, who may speak with you about the absence.

SCHOOL CHARGING POLICY

The governors have agreed a charging policy for school visits, as required by law:

- Educational visits made within school hours – voluntary contributions will usually be asked for.
- Non-residential trips made outside school hours – charges will only be made if the activity is not a necessary part of the National Curriculum or religious education.
- Residential visits – mandatory charges may be made for board and lodging (except to parents in receipt of Income support, Income based Jobseekers allowance, Support under part V1 of the Immigration and Asylum Act 199, whose annual income (as assessed by the Inland Revenue does not exceed £16040. Voluntary charges may be sought for other expenses (coach, insurance, entrance fees etc.)

Where voluntary contributions have been sought, if not enough money is forthcoming the activity may be cancelled. No child will be left out (or treated differently in any way) because their parents/guardians could not or would not make a contribution.

MAKING PAYMENTS FOR SCHOOL CHARGES

We use ParentPay as an online method for payments for school activities and lunches. When your child starts at St Andrew's you will be issued with a log on and password to access the ParentPay system. When you first go in and subscribe you will be prompted to replace the password to something more user friendly.

We can still accept cash and cheques (made payable to OCC). If using cash and cheques it would be most helpful if you would follow these guidelines when making payments:

- Always send money in a sealed envelope marked with the child's name, class, and what the money is for.
- Return all reply slips to the school office or email the office account
- Cheques for school dinners and school trips should be made payable to 'Oxfordshire County Council, OCC' with St Andrew's school on the reverse.
- Bring money into school before registration or in the afternoon on collection and deposit in the relevant secure pay boxes situated in school's office area or with an office member of staff.

WATER

It is very important for children to drink water regularly. Water bottles can be purchased from the school office for £2. Children are encouraged to drink throughout the day. There are also water fountains in the playground

LIBRARY

Each class has its own weekly library time, when children are able to borrow books. There is a wide range of books, fiction and non-fiction, which we hope the children will enjoy reading. The school has a librarian, Mrs Walker, who works from 11.00am until 3.00pm Monday - Thursday. If your child loses their library book, the school librarian will send you a bill so that the book can be replaced.

EXTRA-CURRICULAR ACTIVITIES

St Andrew's offers many opportunities for extracurricular activities, both during and after school hours. A wide range of clubs and activities supplement the statutory curriculum. We feel children benefit from having the opportunity to be involved in a variety of activities, and we welcome family support in initiating or running new clubs. Parents/guardians should talk to the Head and to SASA about their ideas. Extra-curricular activities currently on offer include the following:

- Orchestra
- Gamelan Club
- Oxford Young Singers City
- Chess Club
- Choir
- Hockey Club
- Judo Club
- Various Art Clubs
- Residential trips - to Ufton Court, Reading and Woodlands, Welsh Borders

AFTER SCHOOL CLUB AND MORNING BREAKFAST CLUB

We have a thriving After School Club (ASC) and a Morning Breakfast Club, which provide care both after and before school for children attending St Andrew's. Breakfast Club operates from 7.45 - 8.40 am, and breakfast is on offer. The cost is £4 per session. After School Club operates from 3.20 - 6.00 pm and costs £10.20 per session. Both clubs are available Monday through Friday. Pupils attending ASC can choose 'structured sessions' or 'guided free play' if they wish. The structured sessions include various sports, art, music, drama, dance and cookery.

Breakfast Club is a drop-in session and parents/guardians do not have to book in advance. Places for ASC need to be booked for the term and a term's notice needs to be given if you wish your child to stop attending, please see the ASC booking form on the school website. Parents/guardians will be expected to pay for the session even if their child doesn't attend e.g. they are going home with another child or are ill. Mrs James runs Breakfast Club and Ms Daniels is the ASC Manager.

HOME / SCHOOL COMMUNICATION

Both formal and informal opportunities exist for you to discuss your child's progress. In the Autumn and Spring terms, parents are invited to school consultations with their child's class teacher. In the Summer

term you will receive your child's school report. The staff at St Andrew's are very easy to contact on an informal basis at the beginning and end of the school day, or longer meetings can be arranged with individual teachers. The school has a Home School Link Worker, Suzanne Walker, who is able to support parents and carers.

You should always feel able to discuss anything that is concerning you with a member of staff. If possible speak first to your child's class teacher. This is the person primarily responsible for your child's well-being. If the problem needs discussion at length, the teacher will probably suggest that you arrange an appointment when both of you can talk privately and at leisure.

GOVERNOR & PARENT/GUARDIAN LIAISON

Our Governing Body can be contacted by email at governors@st-andrews-pri.oxon.sch.uk
Their photographs are on the Governor board near the office.

HOME LEARNING

St Andrew's is keen that children take books home. Younger children have a Reading Record Book in which the child, a parent/guardian, and the teacher can all make comments. Children should read to themselves, read to parents/guardians, or/and listen to them reading, for between 10-20 minutes every day. Homework focuses on reading and maths skills. The home learning policy is available on our website under policies.

HOW TO CONTACT US

St Andrew's C of E School, London Road, Headington, Oxon OX3 9ED. Tel: 01865 762396.
Email: office.3211@st-andrews-pri.oxon.sch.uk Website: www.st-andrews-pri.oxon.sch.uk
Headteacher: Mrs Jo Holmes

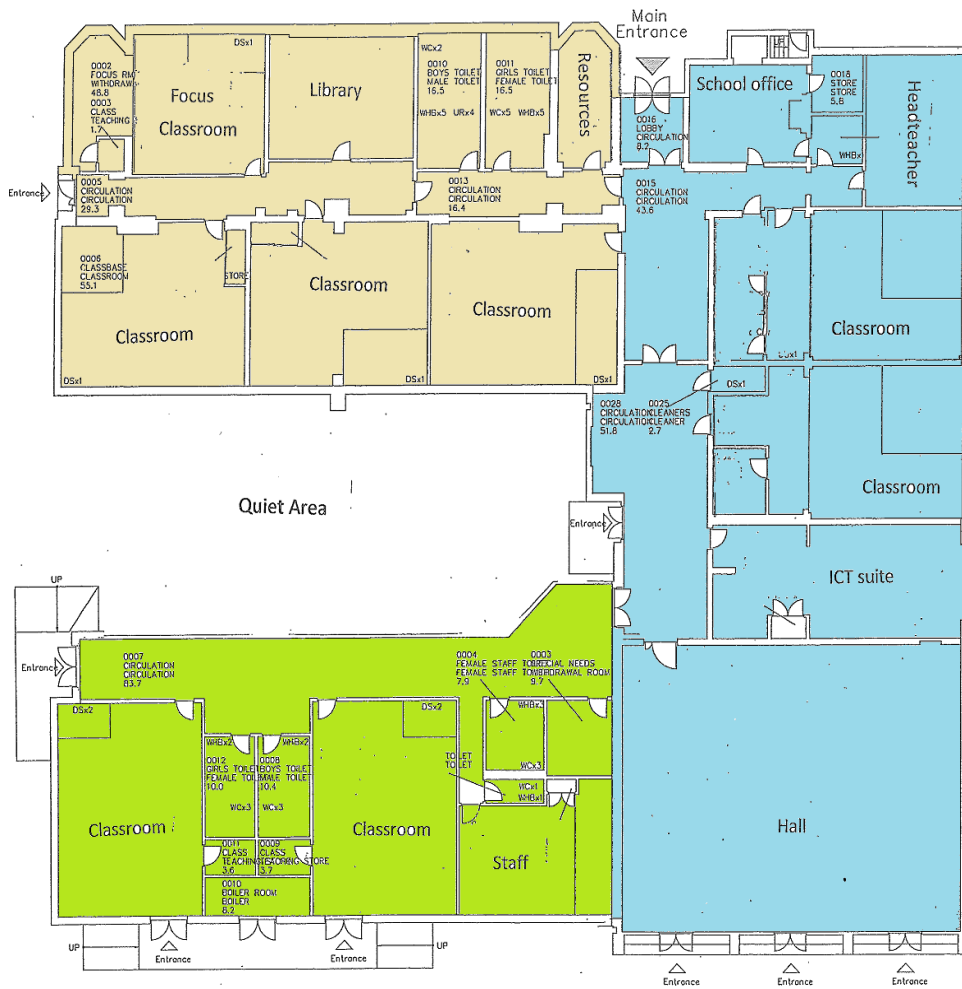
HELPERS/VOLUNTEERS

We are always grateful for parent/carer helpers in school. If you are interested in being a volunteer in school, please read the Policy on Volunteers in School, available on the school website, then get in touch with you child's class teacher or the headteacher.

ST ANDREW'S SCHOOL ASSOCIATION (SASA)

St Andrew's has an active parent-teacher association, called SASA, which organises a range of social and fundraising events. All parents and guardians are automatically members of SASA. Everyone is encouraged to join in and help contribute towards the well-being of the children at the school. A SASA Committee is elected each year. Forthcoming SASA meetings and events are advertised throughout the school, on the school website, and on the SASA notice board.

Finally, we look forward to getting to know you and your child better over the coming years.



ST ANDREW'S C OF E PRIMARY SCHOOL, LONDON ROAD SITE PLAN

St Andrew's 2023/24 Academic Calendar

Pupil Days
 Bank holidays
 School holidays
 Inset days

Sep-23						
Mon		4	11	18	25	
Tue		5	12	19	26	
Wed		6	13	20	27	
Thu		7	14	21	28	
Fri	1	8	15	22	29	
Sat	2	9	16	23	30	
Sun	3	10	17	24		

Oct-23						
Mon		2	9	16	23	30
Tue		3	10	17	24	31
Wed		4	11	18	25	
Thu		5	12	19	26	
Fri		6	13	20	27	
Sat		7	14	21	28	
Sun	1	8	15	22	29	

Nov-23						
Mon		6	13	20	27	
Tue		7	14	21	28	
Wed	1	8	15	22	29	
Thu	2	9	16	23	30	
Fri	3	10	17	24		
Sat	4	11	18	25		
Sun	5	12	19	26		

Dec-23						
Mon		4	11	18	25	
Tue		5	12	19	26	
Wed		6	13	20	27	
Thu		7	14	21	28	
Fri	1	8	15	22	29	
Sat	2	9	16	23	30	
Sun	3	10	17	24	31	

Jan-24						
Mon	1	8	15	22	29	
Tue	2	9	16	23	30	
Wed	3	10	17	24	31	
Thu	4	11	18	25		
Fri	5	12	19	26		
Sat	6	13	20	27		
Sun	7	14	21	28		

Feb-24						
Mon		5	12	19	26	
Tue		6	13	20	27	
Wed		7	14	21	28	
Thu	1	8	15	22	29	
Fri	2	9	16	23		
Sat	3	10	17	24		
Sun	4	11	18	25		

Mar-24						
Mon		4	11	18	25	
Tue		5	12	19	26	
Wed		6	13	20	27	
Thu		7	14	21	28	
Fri	1	8	15	22	29	
Sat	2	9	16	23	30	
Sun	3	10	17	24	31	

Apr-24						
Mon	1	8	15	22	29	
Tue	2	9	16	23	30	
Wed	3	10	17	24		
Thu	4	11	18	25		
Fri	5	12	19	26		
Sat	6	13	20	27		
Sun	7	14	21	28		

May-24						
Mon		6	13	20	27	
Tue		7	14	21	28	
Wed	1	8	15	22	29	
Thu	2	9	16	23	30	
Fri	3	10	17	24	31	
Sat	4	11	18	25		
Sun	5	12	19	26		

Jun-24						
Mon		3	10	17	24	
Tue		4	11	18	25	
Wed		5	12	19	26	
Thu		6	13	20	27	
Fri		7	14	21	28	
Sat	1	8	15	22	29	
Sun	2	9	16	23	30	

Jul-24						
Mon	1	8	15	22	29	
Tue	2	9	16	23	30	
Wed	3	10	17	24	31	
Thu	4	11	18	25		
Fri	5	12	19	26		
Sat	6	13	20	27		
Sun	7	14	21	28		

Aug-24						
Mon		5	12	19	26	
Tue		6	13	20	27	
Wed		7	14	21	28	
Thu	1	8	15	22	29	
Fri	2	9	16	23	30	
Sat	3	10	17	24	31	
Sun	4	11	18	25		

ST ANDREW'S C OF E PRIMARY SCHOOL TERM DATES 2023/2024