



St. Cuthbert's RC First School 2020-2021

In God's family, we love, we grow, we learn



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Welcome from Mrs McGregor

I extend a warm welcome to our new and existing families to St Cuthbert's. Please read the following information extremely carefully as it sets out all you will need to know for the year ahead.

Should you have any further questions or concerns you may find further information on our website or please do not hesitate to contact us here at school.

We believe in an equal partnership between home and school, as parents you are the first educators of your child and this responsibility continues as your child travels along their educational journey. Building a strong partnership between home and school will produce the best outcomes for your child.

St Cuthbert's is a very special place where every member of staff develops positive relationships with the children which enable them to feel secure, valued and able to learn.

Clare McGregor

Head teacher



Security & Access

Your children are in our care and while parents and visitors are most welcome, in the interests of security everyone must report to the main office in the first instance. Parents should not enter the school via pupil entrances that are opened to allow children access at appropriate times.

Due to the minimising of contact we have staggered start and finish times as follows;

Early Years (nursery & reception) 8:55am – 2:55pm

Class 2 (year 1 & 2) 8:45am – 3:05pm

Class 3 (year 3 & 4) 9:05am – 3:15pm

All parents/carers must enter via Prince Edward Road and exit via the staff car park onto Union Brae
The car park is for staff use only.

Access to EYFS - via the path at the front of the school & the EYFS gate will be locked after 9am

Access to Class 2 & 3 – please wait on the main yard with your child (socially distanced from others) as there is no staff supervision before school starts.

We expect all children to be brought to and collected by an adult. Please inform us if someone other than a parent is collecting your child/ren.

All gates are locked during school hours and parents/visitors must enter via the office – we are currently operating a one in one out system; only come if necessary.

St Cuthbert's Governing Body 2020-21

Chair of Governors	Barbara Simpson (Foundation Governor)		
Vice Chair of Governors	Louise Martin (Elected Parent Governor)		
Foundation Governors	Steve Clough	Peter Johnson	Dave Stewart
Elected Parent Governors	Michael Cornish		
Local Authority Governor	Caroline Wilson	Staff (teacher) Governor	Katie Morton
Co-opted Governor	Fiona Bruce	Headteacher	Clare McGregor

There is more information on our website about each of our governors and what their role is.

Priest Father Nick Hodgson (Our Lady & St Cuthbert's RC Church, Ravensdowne)

Teaching & support staff 2020-21

Early Years	Mrs Katie Turnbull (Mon-Thurs) & Mrs McGregor (Friday)
Years 1 & 2	Miss Katie Morton
Years 3 & 4	Mrs Kiera Thorpe (Mon-Thurs) & Mrs Caroline Wilson (Friday)

Headteacher / Designated safeguarding lead Mrs Clare McGregor

Deputy Head / Deputy designated safeguarding lead Mrs Kiera Thorpe

SENDco Miss Katie Morton

Higher level teaching assistant	Mrs Adele Gillon	
Teaching assistants	Miss Fiona Bruce	Miss Anne Wallace
	Mrs Linda Moffat	Miss Karen Prior
	Miss Katy Rutter	



Non – teaching staff

School administrator	Mrs Louise Newton	
Caretaker	Mr George Allan	
School Cook, Cleaner & After school club lead	Mrs Kristina Smilgiene	
Catering assistant	Mrs Amanda Johnston	
Lunchtime supervisors	Mrs Shirley Strachan	Mrs Stephanie Mitchell

Attendance/Absence from School

At St. Cuthbert's we believe that good attendance is central to good learning and achievement. A child's attendance record is regarded as a serious matter. We record and monitor attendances, a legal requirement and expect a minimum of **96%** attendance.

You should contact us by **9.30am** on the first day of absence if your child is ill either by telephone, in writing or in person. If no contact has been made by 9:30am it will be followed up by our office staff.

Where a child's level or pattern of absences becomes a concern we will discuss this with the parent or carer and may involve the services of our Educational Welfare Officer (EWO) to help improve the situation.

Appointments

Please try to avoid appointments in school time; if children are removed from school for medical or dental appointments they should be signed out at the school office. On their return, a return time should be recorded. Please bring the appointment card or letter to the office so that it can be copied. Please complete an Administration form to **ensure we have the most up-to-date emergency contact** information and do remember to let us know during the year if these change. The office holds administration information files on all children with 2 parents/carers contact numbers and 2 emergency contact numbers.

Requests for Leave of Absence, including holidays

We discourage taking holidays during term time. It makes it difficult for your child to catch up with their work when they return. Absences will be unauthorised (except in exceptional circumstances) and may result in the Educational Welfare Officer (EWO) contacting you and/or issuing you with a Fixed Penalty Notice (FPN).

Punctuality



It is important that all children arrive on time for the beginning of the school day. This helps them start each day in the right way. Children who have not arrived in school on time will be marked as a late arrival unless parents have previously notified school of a reason for absence.

Please note children are the responsibility of their parents before school, please ensure your child is supervised until the teachers are on the playground.

Contacting school



PLEASE ENSURE WE HAVE UP TO DATE CONTACT INFO

Should you wish to contact the school in the first instance we recommend that you speak directly to your child's class teacher. If you feel the matter is more serious then you may speak to the head or deputy head teacher. We contact parents through 'teachers2parents' text and e-mail messaging service as well as phoning with regard to attendance, behaviour or safety issues.

WE ARE A PAPERLESS SCHOOL SO PLEASE INFORM US IF YOU DO NOT HAVE E-MAIL SO WE CAN ARRANGE PAPER COPIES OF LETTERS

Homework



In line with Government guidelines, weekly homework is given in all classes. We greatly value parental support with homework. Children are rewarded with house points for completion. We expect children to undertake frequent reading and each class has its' own reward system for 'regular readers'.

Website

www.st-cuthbertsrc.northumberland.sch.uk



Please ensure you check our school website which has more detailed information as well as policies, holiday dates and a calendar for the school year. Details can also be found regarding the curriculum and assessment information. Our Facebook page can also be accessed via the website.



Home/School Agreement

In line with a government directive we ask all children and parents or carers to sign our Home/School Agreement. This aims to develop links between home and school, sharing common ideas and working together for the benefit of the children. Parents, children and the school are asked to sign this agreement at the start of your educational journey with us. We understand that a strong partnership between home and school ensures the best outcomes for your child.



Breakfast Club - starts Monday 7th Sept

Is open daily from 8:15am a cost of £1 or 50p for those in receipt of the pupil premium funding. Payment must be made on the day.

'Cuddies' After School Club – starts Monday 7th Sept

Cuddies club runs daily in school between 3:00-5:15pm at a cost of £2:50 per hour or £5:50 for the whole session – please contact the office to book.

School Uniform



White polo shirt
Red school jumper or cardigan **with the school badge**
Grey shorts / pinafore / skirt / trousers
Red and white summer dress
Black shoes – easy fastening

PE Kit

Red t-shirt **with the school badge**
Plain black shorts (no logos or emblems)
Black plimsolls
School hoodie (can be worn all day on PE days instead of school cardigan/jumper)

Uniform can be ordered and purchased from the school office. Uniform is not compulsory for Nursery children but please make sure they can manage their clothes and have spares in a bag!

All uniform should be clearly marked with child's name. Jewellery is not allowed in school, except for wristwatches, which have to be removed for PE, Games and Swimming etc. If parents wish to have their children's ears pierced, it is suggested this is done at the beginning of the Summer Holiday, so that by the time the autumn term starts, studs can be removed. Any child who has not followed this advice will not be able to do PE of any sort and will be asked to remove any earrings during the school day.

We greatly appreciate the support of parents in this policy.



School meals

All children from Reception – Year 2 are entitled to a free school lunch. For Nursery, Year 3 & 4 pupils the cost of a hot dinner is £2.20 per day and payable on a Monday. Cheques should be made payable to 'Northumberland County Council'. If a child wishes to change from school meals to packed lunches or vice versa a week's notice is required.

Your child may be entitled to **free school meals** - you can apply online for an eligibility check or speak to Mrs Newton in the school office. If you do qualify not only will your child receive free school meals but the school will also receive funding which we use to improve education for your child – this may involve extra

staffing, resources, reductions for breakfast club & school trips etc. **So even if your child is currently in Rec-Y2 please still check in case you are eligible as there are many extra benefits.**

Free fruit is provided for all children every day from Wednesday 9th September – children may bring their own piece of fruit if they wish.

Swimming – LESSONS CURRENTLY SUSPENDED



All children from Year 1 – 4 go swimming on a Monday afternoon. This is part of the curriculum and children should not miss swimming if they are in school. We ask for a voluntary contribution of £2.50 per week towards transport costs & to enable us to continue to provide swimming lessons – we feel these are vitally important considering our proximity to the River Tweed and the North Sea.



FOSC (Friends of St Cuthbert's)

Could you help us raise money for the school?? Now is the time....We are always looking for new fundraising ideas and because we are such a small school it can be difficult to run events if we don't have your support either helping out or supporting us with donations etc. Please look out for events being run and put them in your diary! We try to hold a few meetings a year to discuss ideas and / or get ready for an event if you are free to come along to one or all of them we would really appreciate it so come along for a cuppa & a chat!

We hope you have all the information you need but if there is anything please just give us a call or pop in to speak to one of us – we are here to help and make your child's education and school life the best it can be! A full prospectus can be found on the school website,

KEEP THIS INFORMATION FOR FURTHER REFERENCE