**St. Cuthbert’s Catholic First School 2022-2023**

Part of the Bishop Bewick Catholic Education Trust

*In God’s family, we love, we grow, we learn*

PRINCE EDWARD ROAD

TWEEDMOUTH

BERWICK UPON TWEED

NORTHUMBERLAND

TD15 2EX

TELEPHONE: 01289 307785

E-mail: [admin@st-cuthbertsrc.northumberland](mailto:admin@st-cuthbertsrc.northumberland).sch.uk

School website: [www.st-cuthbertsrc.northumberland.sch.uk](http://www.st-cuthbertsrc.northumberland.sch.uk)

**Welcome from Mrs McGregor**

I extend a warm welcome to our new and existing families to St Cuthbert’s. Please read the following information carefully as it sets out what 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.

The car park is for staff use only and parents are not permitted to enter / leave school via the car park.

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

Access to Class 2 & 3 – children must be on the main yard before 8:55am; please note there is no supervision before this time. 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.

**St Cuthbert’s Local Governing Committee**

Chair of Governors Barbara Simpson (Foundation Governor)

Foundation Governors Peter Johnson Fr Paul Jenkins

Judy Crow Sheila Johnson

Elected Parent Governor Louise Martin (Elected Parent Governor/Safeguarding governor)

Staff Governor Fiona Bruce Head teacher Clare McGregor

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

**Our Parish Priest** Father Paul Jenkins (Our Lady & St Cuthbert’s RC Church, Ravensdowne)

**Teaching & support staff 2022- 2023**

Early Years Mrs Katie Turnbull (Tue-Fri) & Mrs Caroline Wilson (Monday)

Years 1 & 2 Miss Abbie Thompson (maternity cover)

****Years 3 & 4 Mrs Kiera Thorpe (Mon-Thurs) & Mrs Caroline

Wilson (Friday)

Head teacher / Designated safeguarding lead Mrs Clare McGregor

Deputy Head / Deputy designated safeguarding lead Mrs Kiera Thorpe

SENDco Mrs Katie Turnbull (maternity cover)

Higher level teaching assistant Mrs Adele Gillon

Teaching assistants Miss Fiona Bruce Miss Anne Wallace

Mrs Linda Moffat Miss Karen Prior Miss Louise Martin

**Non – teaching staff**

School administrator Mrs Louise Newton

Caretaker Mr George Allan

School Cook, Breakfast & After school club lead Mrs Kristina Smilgiene

Cleaner Mrs Lizander Horsfall

Catering assistant Mrs Anna Kopec

Lunchtime supervisors Mrs Shirley Strachan Miss Louise Martin Mrs Kara Wedderburn

We use the ***PARENT PAY*** system for making payments for meals/trips and correspondence. Please see Mrs Newton in the office for more details and how to set up your account.

**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.

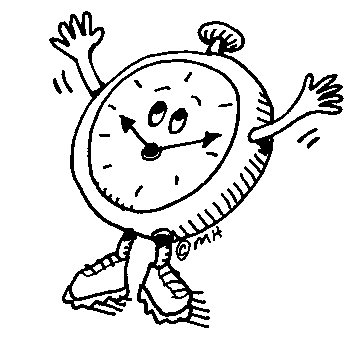
Where a child’s level or pattern of absences becomes a concern we will discuss this with the parent or carer and may involve the services of our Educational Welfare Officer (EWO) to help improve the situation.

**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 **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 at least.

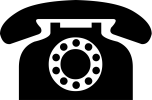
**Requests for Leave of Absence, including holidays**

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). Please request permission for holidays during term time by writing to or emailing the head teacher; most holidays in term time will not be authorised unless there are exceptional circumstances.

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**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 by 8.55am will be marked as a late arrival unless parents have previously notified school of a reason for absence. Parents will be contacted if the time of their child’s arrival at school becomes a cause for concern. **Please note children are the responsibility of their parents before 8:55am, please ensure your child is supervised until the teachers are on the playground.**

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**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

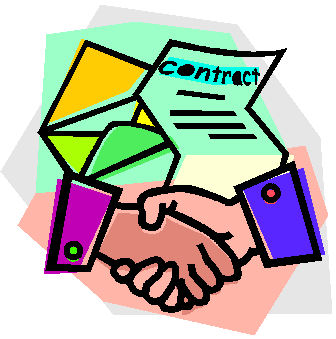
**Homework**

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’.

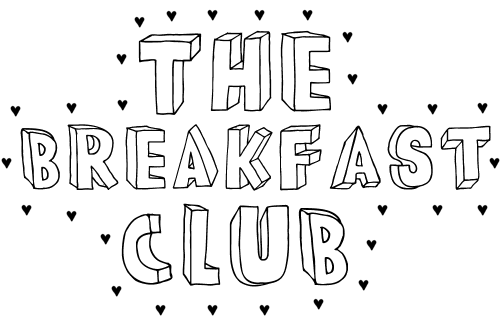


**Website** [**www.st-cuthbertsrc.northumberland.sch.uk**](http://www.st-cuthbertsrc.northumberland.sch.uk)

Please ensure you check our school website which has more detailed information as well as polices, 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 **

Is open daily from 8:15am a cost of £1 or 50p for those in receipt of free school meals. Payment must be made on the day. Please arrive before 8:30am for breakfast. Check if you’re eligible for free school meals here; <https://www.gov.uk/apply-free-school-meals>

**‘Cuddies’ After School Club**

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. We also run a variety of after school clubs until 4pm.

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**School Uniform PE Kit**

White polo shirt Red t-shirt **with the school badge**

Red school jumper or cardigan **with the school badge**  Plain black shorts (no logos or emblems)

***Grey*** shorts / pinafore / skirt / trousers Black plimsolls

Red and white summer dress School hoodie

Black shoes – easy fastening

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!

Go to [uniformerley](https://uniformerly.co.uk/search-listings/?q=&c=14876) to find good quality second hand uniform for sale at the office.

*All uniform should be clearly marked with child's name.* ***Earrings & necklaces are not allowed in school and must be fully removed not covered over****, 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 be asked to remove any earrings during the school day.*

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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’. The current school menu can be found on our website.

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.** Check if you’re eligible for free school meals here; <https://www.gov.uk/apply-free-school-meals>

****Free fruit is provided for all children every day and milk is available daily to all children until the term after their 5th birthday. After this children may pay for milk – please contact the office to order this for your child.

**Swimming**

All children from Year 1 – 4 go swimming. Class 2 on Thursday afternoons

and Class 3 on Friday afternoons. This is part of the curriculum and children should not miss swimming if they are in school. We feel these are vitally important considering our proximity to the River Tweed and the North Sea. We walk Sept-Oct and March-July and take the bus during the winter months, we kindly

ask for a voluntary contribution of £2.50 per week which helps to cover the cost of the bus in the winter months. We have never increased the amount we ask from parents, even though the price of the bus has substantially increased over the years.

This contribution, even from every parent, only covers part of the cost of the bus and school subsidises the rest.  The reason we travel by bus is because of the potential for poor weather in the winter, but obviously if we didn't get enough voluntary contributions then the children would walk all year round to their swimming lessons.

Any amount parents are able to give is greatly appreciated and means we can continue to use the buses during the winter for the children.

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**FOSC (Friends of St Cuthbert’s)**

All parents are automatically ‘friends of St Cuthbert’s’ members! Due to COVID we have

not been able to run any of our usual events such as Bingo, Christmas fair and discos but we hope to resume these again in the future! We will contact you again when things can be planned and greatly appreciate any help!!

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! Lots more information can be found on the school website.

**PLEASE KEEP THIS INFORMATION FOR FURTHER REFERENCE**