Junior School Welcome Handbook

NURSERY TO YEAR 6

2022-23

ST. CHRISTOPHER SCHOOL
LETCHWORTH GARDEN CITY

Junior School Welcome Handbook

NURSERY TO YEAR 6

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HEAD
Emma-Kate Henry
head@stchris.co.uk

JUNIOR SCHOOL HEAD & DESIGNATED SAFEGUARDING LEAD
Katie Wright
katie.wright@stchris.co.uk

SCHOOL NURSE
nurse@stchris.co.uk

Main School Switchboard
+44 (0) 1462 650 850

Junior School Office
+44 (0) 1462 650 962
junior.school@stchris.co.uk
joanna.pitts@stchris.co.uk

Monte (Nursery) Booking Email
monte@stchris.co.uk

stchris.co.uk

CONTENTS

WELCOME

This booklet is designed to answer the questions that new families may have before joining us and during the first weeks and months of starting at St Chris.

If you have any further queries before your start date, please contact the Admissions team. Once your child has started at St Chris, your class teacher and the Junior School Office will be your main points of contact, and there is more information about this further on in the booklet.

OUR AIM

St Chris seeks to be a continuously developing community of children and adults working together to enable all to achieve their best academically and beyond the classroom in an open atmosphere.

All are valued as individuals and encouraged to develop in curiosity, competence, judgement, kindness and courage.

St Chris aims for pupils to become both self-disciplined and self-motivated individuals; independent learners and creative thinkers able to make informed choices in a modern world with a commitment to service, informality, healthy living and self-government.

The School seeks to prepare pupils for happy and fulfilled lives in the service of others.

ABOUT THE JUNIOR SCHOOL

St Chris Junior School, for children aged 3 to 11, is comprised of a Nursery, a Reception class, and Years 1 to 6.

The Junior School is a special place. We are proud of our children's academic progress, their confidence, their love of learning, their care for themselves and each other and their insatiable capacity for fun.

Two Nursery classes (Half Monte for children from the term they turn three, Top Monte the following year), a Reception class and Years 1 to 6 are taught in the main Junior School building.

There is one class in each year until Year 6, where the year divides into two. Small classes are supported by a teaching assistant in each year group.

The teaching and learning provision is embedded with an ethos of unconditional positive regard that sees teachers respond to children with kindness and authenticity. The St Chris Junior School provides children with opportunities to flourish.

We are proud of our long tradition of excellent pastoral care and high expectations. We build on the natural enthusiasm of children to ensure that all achieve their best in an environment that inspires and encourages. Our aim is for all St Chris students to gain independence, confidence and a love of learning in a place where childhood is celebrated.

We hope that your family will enjoy many happy years as part of the St Chris community.

KATIE WRIGHT
HEAD OF THE JUNIOR SCHOOL

Welcome to the Junior School

MESSAGE FOR PUPILS FROM SOONU, HEAD GIRL & OLI, HEAD BOY

As Head Girl and Head Boy of St Chris, we want to wish you a warm welcome. We thought you might find it useful to know a little bit about our roles and what we do.

At St Chris we have a team of eleven Major Officials (similar to prefects in other schools), who represent the student body and do a wide range of jobs throughout the School:

Head Girl ..... Soonu Dilke
Head Boy ..... Oli Grantley
Deputy Head Girl ..... Amy Mathias
Chair of Events & Fundraising ..... Sorley Pennybacker
Chair of Be Green ..... Izzy Forrester
Chair of Council ..... Theo Halliwell
Secretary of Council ..... Eleanor Goodridge
Human Rights Committee ..... Ellie Romain
Chair of Food Committee ..... Kitty Marlow
Senior Head Boarder ..... Yuto Sanada
Junior Boarding Rep ..... Aubert Seysses

The School Council is an important feature of our community. It gives the pupils a chance to voice their views and opinions. You can find information about the Junior School Council further on in this book.

Coming to a new school may feel daunting, but everyone is very supportive and friendly. We were all new to St Chris once (even the teachers!) so please do not hesitate to talk to us about any problems or queries you may have. As Head Girl and Boy we feel a personal responsibility to ensure that you feel comfortable and happy, and we look forward to meeting you soon!

With best wishes,
SOONU & OLI

KEY CONTACTS

A full staff list can be found on the website: www.stchris.co.uk/about-us/staff

Before starting with us, your key contacts will be:

Kate Allan Registrar kate.allan@stchris.co.uk **Sarah Davis** Admissions Assistant sarah.davis@stchris.co.uk	Kate and Sarah remain your main contacts before you start with us. After joining, your main contact will be the class teacher or the Junior School Secretary.
Jo Pitts Junior School Secretary joanna.pitts@stchris.co.uk	You should contact Jo with questions about booking clubs or Wraparound Care for the term you start.
Ranjan Parmar Finance Assistant ranjan.parmar@stchris.co.uk	Ranjan is your contact for any queries regarding invoicing or payment of fees & extras (such as school lunch).
Martin Scoble Bursar martin.scoble@stchris.co.uk	Please contact Martin with questions about school fees or the school bus.
www.ridekura.com/st-christopher	Please use this website to view bus routes & book journeys. Bus bookings are invoiced by Finance at the end of each term.
School Nurse	nurse@stchris.co.uk
All staff can be reached by email using the format	firstname.surname@stchris.co.uk

Term Dates 2022–23

Staff Conference Days	Thursday 1 September to Friday 2 September
Induction Day for all new pupils in the Junior and Senior School. Includes all Year 7 (I Grp) pupils	Monday 5 September
Year 12 Conference Day	Monday 5 September
Start of Term	Tuesday 6 September
First Half Ends	Friday 21 October
Half Term	**Monday 24 October to Friday 4 November (2 weeks)**
Second Half Begins	Monday 7 November
Term Ends	Friday 16 December (12:00 Noon)

SPRING TERM 2022

Staff Conference Day	Friday 6 January
Start of Term	Monday 9 January
First Half Ends	Friday 10 February
Half Term	**Monday 13 February to Friday 17 February**
Second Half Begins	Monday 20 February
Term Ends	Friday 31 March (12:00 Noon)

SUMMER TERM 2022

Staff Conference Day	Monday 17 April
Start of Term	Tuesday 18 April
Bank Holiday	Monday 1 May
First Half Ends	Friday 26 May
Half Term	**Monday 29 May to Friday 2 June**
Second Half Begins	Monday 5 June
Summer Celebration	Saturday 24 June Compulsory for Senior School pupils
Term Ends for LSP (Senior School only)	Friday 30 June (12:00 Noon)
Term Ends	Friday 7 July (12:00 Noon)

INTRODUCTION TO THE JUNIOR SCHOOL

YEAR GROUPS

Early Years	Half Monte	Nursery (Rising 3's)
	Top Monte	Nursery (Rising 4's)
	K Group	Reception
Key Stage 1		
(Junior School)	J Group	Year 1
	H Group	Year 2
Key Stage 2		
(Junior School)	G Group	Year 3
	F Group	Year 4
	E Group	Year 5
	D Group	Year 6 (2 x classes)

THE EARLY YEARS DAY

8.30am	Morning Session begins. Children can be dropped off for Breakfast Club from 7.30am (bookable in advance) or Morning Care from 8.00am (no need to book)
12.30pm	Morning Session ends Afternoon Session begins
3.20pm	'School Day' Session ends
4.30pm	Afternoon Session ends Children can join After School Care until 6.30pm

THE JUNIOR SCHOOL DAY

7.30am	Wraparound care begins. (needs to be booked in advance)
8.00am	Children can be dropped off from 8.00am for Morning Care. This does not need to be booked.
8.30am	Start of the school day.
8.40am	Registration
8.50am	Morning Talk
9.10 to 10.10am	Session 1
10.10 to 10.30am	Morning break
10.30am	Session 2
11.45am to 12.30pm	Start of Lunch (year group dependent)
12.30 to 1.10pm	Playtime
1.10pm	Session 3
3.20pm	End of the day Children can join a club (until 4.30pm) or go to After School Care (until 6.30pm).

A-Z OF THE JUNIOR SCHOOL

ABSENCE

Unplanned absences, due to an emergency or sickness, should be reported to Jo Pitts in the Junior School Office. Please copy your class teacher in to your email.

When a child returns from an absence due to illness, they should bring a note for our records; an email is also acceptable. We follow-up on any absences that we have not been notified about.

If your child is unwell and unable to participate in a PE or a swimming session, please ensure that the class teacher is informed in writing or by e-mail beforehand.

If parents wish for their child to miss school for any reason other than illness or an emergency medical appointment then they should write to Katie Wright *in advance*, requesting permission for the absence.

If your child has an appointment during the school day, please sign your child out, and back in.

Lateness should be avoided whenever possible; it disrupts a child's learning routine and the school day as a whole. Late arrivals for the Junior School should report to the Junior School Office.

ACCESS

The Junior School has a key pad for entry. Please press the buzzer which will alert the Junior School Office.

AFTER SCHOOL CLUBS

A wide range of after school clubs are offered each term. Parents are sent a list at the end of each term and they are then able to book their child's clubs using our online booking system "Evolve". Parents will be sent a link to set up an account on Evolve ahead of their child starting at school. Most clubs are included in the school fees; where they are not this will be clearly indicated. Please note that there are no clubs in the first and last week of term.

Children are asked to choose activities which they feel confident committing to for a whole term. We try to accommodate as many 'first choices' as possible, however sometimes children will not be able to join their preferred activity. In such cases we endeavour to allocate a second choice.

Clubs usually finish at 4.30pm but timings vary, so please check. Children should be collected from the classroom or area in which the activity takes place.

Parents should let the Junior School Office know if their child cannot attend a club. Places are offered at the discretion of the Head, and repeated late collection may result in a place being withdrawn.

BANK DETAILS

The bank details are the same for all payments to the School, so it is important that parents use a reference for each, e.g. **SURNAME FEES** or **SURNAME TRIP**.

Account Name
St Christopher School (Letchworth) Limited

Account Number 90800643

Sort Code 20-41-38

BEFORE & AFTER SCHOOL CARE: WRAPAROUND CARE

St Chris Wraparound Care provides a vital service to parents whose work day extends beyond the core school hours. St Chris delivers extended on-site childcare in a happy and homely environment for Junior School pupils from 7.30am in the morning to 6.30pm after school as follows:

Breakfast Club (7.30 to 8.00am)
Breakfast Club is available from 7.30am and includes a hot or continental breakfast each day of the week.

Breakfast Club takes place in the Senior School Dining Hall (IG). Children are dropped off with a member of the Junior School team who supervise them at the Senior School.

At around 8.00am, after they have finished eating, children are taken to the Morning Care Room in the Junior School where they are able to play and get ready for the day ahead, which starts at 8.30am.

Children can attend as many or as few mornings per week as you wish, subject to availability.

For samples of our breakfast menu please see the School website www.stchris.co.uk

Morning Care (8.00 to 8.30am)
Children can be dropped off between 8.00 and 8.30am at the Junior School. The school day starts at 8.30am. There is no additional charge for Morning Care and no need to book.

After School Care (3.20 to 6.30pm)
Junior School and Early Years children can join After School Care from the end of the day until 6.30pm.

At the end of the school day, or after they have taken part in their after-school club, children are taken to the After School Care rooms, where they take part in supervised activities.

On arrival, children are offered a healthy drink and snack. Children who stay between 5.30 and 6.30pm are accompanied to the Dining Hall (IG) in the Senior School for dinner and they can be collected directly from there after 5.30pm.

For details of our sample dinner menu please see the School website www.stchris.co.uk

Please note, children booked on a school bus attend After School Care between 3.20 pm and the departure time of the bus without charge.

Children can attend as many or as few sessions per week as you wish, subject to availability. After School Care needs to be booked in advance.

After School Care closes at 6.30pm, and children picked up at this time must be collected punctually.

Costs for Wraparound Care are payable retrospectively and will be added to the bill for the following term. Children should be collected promptly at the end their session; if a child is not collected within 10 minutes of a session finishing parents will be charged the full rate for the following session.

HOW TO BOOK

Wraparound Care for pupils in the Early Years and Junior School needs to be booked in advance (strictly by 1.00pm the previous day) with the Junior School Office.

Please email
joanna.pitts@stchris.co.uk
or call **+44 (0) 1462 650 962**

You are welcome to book both regular and occasional 'ad-hoc' sessions depending on availability.

Places are limited and bookings are accepted on a first come, first served basis. Cancellations with less than 24 hours' notice are charged in full.

WRAPAROUND CARE CHARGES		MEAL	CHARGE PER SESSION
Breakfast Club	7.30 – 8.00am	Breakfast	£8.00
Morning Care	8.00 - 8.30am	NA	NA
After School Care	3.20 - 4.30pm	Snack	£5.50
	4.30 – 5.30pm	NA	£5.50
	5.30 – 6.30pm	Dinner	£8.00

BIRTHDAYS

From the Nursery to D Group (Year 6) we are happy for children to celebrate their birthday with us. Children may bring in something special to eat (a birthday cake or treat) to share with their class if they wish. Please speak to a member of staff if you are planning a birthday treat, so you can be made aware of any allergies.

BREAKS

There are two breaks during the school day: Little Break from 10.10 to 10.30am and Lunch Break. Students are welcome to bring their own healthy snacks for Little Break.

BUDDIES

All new students at St Chris are allocated a buddy who looks after them for the first few days.

BUS ROUTES & BOOKING

Normally, we are happy for children from Year 5 and above to travel on the school coach, but we ask that parents check first with the Head, Katie.

St Chris has a partnership with a company so that students can travel from certain areas direct to school on our own coaches. To find out more and to book a seat on any route, please go to the company website:
www.ridekura.com/st-christopher/

If you have specific questions about this service, please contact Martin Scoble, Bursar:
martin.scoble@stchris.co.uk

The coaches leave from the swimming pool car park and there are staff on hand to ensure students are on the correct bus.

COMMON PROBLEMS

Friendships

Most friendship patterns sort themselves out naturally without adults getting involved, and children form lasting, happy relationships. However, parents should contact the class teacher if their child becomes unhappy or withdrawn, or if they are struggling to settle in, and children should also feel free to speak to their teacher at any time. Parents should also contact the class teacher if they suspect that behaviour towards their child may be deliberately unkind.

Lost Belongings

Please ensure that all of your child's belongings are clearly named. Children should not bring valuable items into school.

Belongings do get mislaid but using the cloakroom and ensuring everything is named helps prevent problems. Lost property is handed in to the Junior School Office.

CLOTHING

Everyday Clothing

Please ensure your children's clothes are appropriate for school work and play. Camouflage and military-type clothing are not allowed.

All children are asked to have indoor shoes to change into and these must be non-slip. The ideal indoor shoes are Crocs, sensible slippers or similar.

In the winter, children need an outdoor coat as we always try to get outside at break times! In the summer, please ensure you use sun cream before they come into school and that they have a hat for break times.

All Nursery and Reception children should bring a spare set of labelled

clothes, waterproof clothing and wellies; they go outside come rain or shine! For Forest School, Junior School children also need to bring in wellies and waterproof trousers.

Other Equipment

Your child will need a pencil case and water bottle every day. Please ensure their school bag is of a reasonable size as our cloakrooms have limited space. A small book bag is provided for younger Junior School children.

PE Kit

All children have two PE lessons and one swimming lesson a week. They will need an appropriate PE kit for their lessons. We ask that all footwear worn for PE is sport appropriate and offers adequate traction and support. Please note that children need a separate pair of trainers for PE or Games, these should not be the same ones that they wear for school.

Please ensure that ALL clothing and PE kit is named and brought to school in a named PE bag.

PE Kit can be bought online using the following link: www.swidtp.co.uk

Nursery, K, J and H Group (Nursery to Year 2):

Children in these year groups do not need to purchase a St Chris PE kit. However, they will need the following:

- Shorts (navy/black without loops, pockets or a belt)
- White T shirt
- Sports trainers (not fashion trainers or plimsoles) that children can put on and take off themselves
- Sweatshirt and tracksuit bottoms for colder days
- Swimsuit/trunks, swim hat and towel, optional goggles

G to D Group (Years 3 to 6):

All G to D Group students require:

- 2 x Performance S.S. Training Tops (female & male fits)
- 1 x Performance tracksuit tops (female full zip or Male 1/4 zip) OR Pro Tec rugby top (female/male fits)
- 1 x tracksuit bottoms (female/male fits) OR leggings (female fit)
- 1 x pair of shorts (female/male fits) OR skort (female fit)
- 1 x pair of football socks
- 1x pair of trainers/astros (providing adequate traction/ support for inside/outside use)
- 1 x pair of football boots* (no metal studs)
- 1 x pair of shin pads*
- 1 x gum shield (can be bought from the PE Dept or sourced independently)

* These will be needed from the start of the Autumn Term.

- 1 x black single piece swimsuit/swim shorts (Please source your own. Swim shorts can be either Speedos, Jammers or looser shorts that finish above the knees)
- 1 x swim hat (preferably silicone; students source their own or they can be bought at the pool) and a towel

COMMUNICATION

An up-to-date list of all St Chris staff can be found on our website www.stchris.co.uk/staff

All staff can be reached by email using the format:
firstname.surname@stchris.co.uk

Effective communication between home and School is essential in supporting children's social, emotional and academic progress. To aid this, please ensure we have your up-to-date contact details.

In September we hold a Parent Information Evening with information on the curriculum, routines and the year ahead. If you are joining us in September, you will receive an invitation to this in the summer.

In addition to formal written reports and parents' consultations, teachers may be available to talk briefly to parents before morning registration and are happy to respond to telephone calls or emails. If a more detailed discussion is needed, an appointment can be made with your child's teacher at a mutually convenient time.

Details of events can be found on the online calendar at https://www.stchris.co.uk/news/calendar/

We use an online parent portal (and App) to communicate with parents. Prior to starting at St Chris, the Admissions team will send you further information and your log in details.

Once you start at St Chris, you will receive a weekly school mailing through the portal on a Friday with updates on upcoming events and activities.

You will also be able to view your child's school reports on the portal.

We are also rolling out Class Dojo for class communication in the Junior School. Further information will be sent to you when you start at St Chris.

You can follow us on Facebook, Twitter and Instagram (@stchris_school).

The wider life of the School can also be enjoyed by parents through community events such as the Christmas Fair, Summer Fair and events organised by the Parents' Circle.

COMPLAINTS

A copy of our Complaints Policy can be found on our website. https://www.stchris.co.uk/about-us/policies/

The open climate of St Chris encourages parents, along with children and staff, to voice their concerns. Usually discussion of a matter allays or removes the worry without the need for formal procedures.

Where a parent wishes to make a formal complaint, they should contact the Head Emma-Kate Henry, in the first instance: head@stchris.co.uk.

CONTACTING THE GOVERNORS

The Chair of the Governors may be contacted in confidence by email at peter.mcmeekin@stchris.co.uk or c/o the main school address:
Chair of Governors, St Christopher School, Letchworth Garden City, Hertfordshire SG6 3JZ.

CURRICULUM QUESTIONS

For more information about the Junior School Curriculum please visit our website: https://www.stchris.co.uk/junior-school/junior-school-curriculum/

Queries around curriculum matters should be discussed with the class teacher. When this is not appropriate, please contact Katie Wright, Head of the Junior School:
katie.wright@stchris.co.uk

DOGS

Other than guide or hearing dogs, dogs are not allowed in the School buildings. Please keep dogs on a lead at all times and under your direct control.

DROP OFF & COLLECTION

For Nursery children, on arrival for their session, parents are asked to take their child to the cloakroom and help them to hang up their coat and change into their indoor shoes, before dropping them off in the appropriate classroom.

For pupils in Reception to Year 6, the school day starts at 8.30am and finishes at 3.20pm, unless a child is attending a club or After-School Care. Drop off is at classroom doors. In the afternoon, children from Nursery to Year 4 to Monte should be collected from their classroom and children in Years 6 to E Group from the main foyer.

Year 6 (D Group) parents who live nearby may request that their child walks home on their own or they may wish to meet them at the back gate of the School. This must be agreed in advance with the Junior School – please contact the Junior School Office for further information.

Children may play on the grass in front of the Junior School after they have been collected, but they must be supervised by their parents/guardians.

If parents have made alternative arrangements for collection, we ask that the class teacher is informed by email. In case of emergency regarding collection or drop-off, please contact the Junior School Office. Any child who is not collected by 3.30pm will be taken to the Junior School Office.

EQUAL OPPORTUNITIES

The School prides itself in providing equal opportunities for all children regardless of ability, religion, sex, culture, ethnic origin or class. Discrimination in any form is treated as unacceptable and will not be tolerated. We respond positively to difference and ensure that all members of the St Chris community are valued and encouraged to develop their potential.

FOOD

Lunch

We enjoy fresh vegetarian food. Every day there are two hot choices, a salad bar and bread and fillings to make sandwiches. There is also a pudding and fruit. Weekly menus can be found on the parent portal.

We are a nut-free school, but please let us know of any allergies or intolerances that your child may have to nuts or other ingredients.

Children eat lunch in the Dining Hall, known as the IG (because many years ago it was used as an Indoor Gym!) You might want to be aware that during lunch, a bell is rung to signal a moment of silence.

There is no charge for lunches for children in the Nursery, Reception, Year 1 and Year 2. For children in Year 3, Year 4, Year 5 and Year 6 the cost is £160 per term.

Children are welcome to bring packed lunches, but please let the Finance Office know before the start of each term, as these will be charged in advance each term: **finance@stchris.co.uk**. Please respect our vegetarian policy for packed lunches.

Cake Day

We hold a Cake Day each Friday as a treat for the children, who bring in 20p each, with all proceeds going to charity. Each class takes it in turn to provide the cakes; the rota can be found on the calendar and the teacher will also remind the class when it's their turn. We ask that children bring in 10-12 cakes which can either be homemade or bought. Please respect our vegetarian policy. (Please be aware that jelly sweets and other foods containing gelatine are often not vegetarian.)

Snacks

In the Nursery a snack is available during the morning and at the end of the afternoon session. Fresh fruit and vegetables are placed on the snack table. Water is also available throughout the day.

For all other years we ask children to bring in a healthy snack from home to have at Morning Break (10.10am). Please ensure that your child does not bring sweets, chocolate bars or fizzy drinks to school. Children have access to drinking water throughout the day.

FOREST SCHOOL

Children from the Nursery to Year 2 (H Group) participate in weekly Forest School lessons. Forest School offers children the opportunity to achieve and develop confidence and self-esteem through hands-on learning experiences in a woodland environment.

Please see the section on **Everyday Clothing** above for the clothing that children need for this lesson.

HEALTH

The School has two School Nurses. It is important that the School Nurse has updated medical information for your child, therefore we would be grateful if any changes are passed on to them, via the Junior School Office, as soon as possible.

Accident Forms

If a child has an accident at school which has been dealt with by a member of staff, a copy of the Accident form is put in the child's book bag or drawer. If it has been necessary to call the School Nurse, she will complete a Health & Safety Incident & Accident Form and pass it to the Bursar, and parents receive a copy. Additionally, if the School Nurse has administered non-prescription medication, a form is sent home.

Anaphylaxis

Anaphylaxis medication is kept in the child's classroom. It is stored in boxes for individual children, clearly named and with a photograph of the child. Please ensure medication is replaced when it reaches the expiry date.

Asthma

Asthma inhalers are kept by teachers in the classroom.

Children in Years 3 to 6 (G to D Groups) are responsible for keeping their own asthma medication with them. Although teachers may periodically check that the inhaler has an appropriate expiry date, parents bear the responsibility for ensuring that their child's inhaler is in School and in date. Parents are responsible for keeping the School informed of any changes to their child's asthma medication. All children with inhalers must take them to events/trips that are off site.

Illness at School

If your child becomes ill while at school a member of staff will contact parents and ask for the child to be collected. If a child has suffered from vomiting or diarrhoea, please do not let them return to school until they have been clear of the symptoms for 48 hours.

Medicines

Prescribed medicines are administered at the request of a child's parent or carer and with the consent of the School Nurse and Head of the Junior School. Parents need to request an Administration of Medication Form which needs to be completed and returned to the Junior School office.

Junior School staff do not administer non-prescription medication and parents are requested not to ask them to do so.

The School Nurse can administer non-prescription medicines in accordance with a child's completed medical forms. Should this be necessary she will telephone home beforehand to ascertain whether any medication has been administered prior to school, however please also let the class teacher know if this has been the case. Please do not send non-prescription medicines into school.

Staff are trained as appropriate in the health conditions of pupils (e.g. asthma, anaphylaxis, diabetes, epilepsy) and the administration of medicines.

HOMEWORK

Children from Year 1 to Year 6 are given the opportunity to select work from a range of creative curriculum areas. This is set at the beginning of each half term.

INSTRUMENTAL & VOCAL LESSONS

There are a wide variety of instrumental and vocal music lessons available at St Chris run by a range of external teachers.

Please visit our website to find out more about which instruments are taught and to download the booking form: https://www.stchris.co.uk/junior-school/junior-school-activities/

JUNIOR SCHOOL COUNCIL

The Junior School Council, comprising two elected representatives from each class, meets each week to discuss issues affecting the Junior School and is supported by the Deputy Head Boy and Deputy Head Girl, from the Senior School.

During the meeting children report back on their class's response to the previous meeting, and then discuss any issues, ideas or concerns. These might be their own ideas, or they might be relaying something form their class. Some classes have a box for people to put suggestions in, others rely on good communication from councillors.

Every child in school council makes a significant contribution to school life, from the youngest to the oldest. The children are very involved in the discussions and decision making, and they have their own budget.

LAMDA

We offer LAMDA (London Academy of Music & Dramatic Art) lessons to children in Year 2 and above, which are scheduled during the school day. If you would like to know more, or wish to book LAMDA lessons, please go to the

following page on our website: https://www.stchris.co.uk/junior-school/junior-school-activities/

LIBRARY

The Junior School has a library and parents and children are supported to choose appropriate reading material for home use. All children are taught how to use and enjoy the library.

MOBILE PHONES

We understand that some parents may wish for their child to carry a mobile phone to and from school. If this is the case, the phone should be left with the Junior School Office during the day. Children in the Junior School are not allowed to have mobile phones in the classroom or in their school bags.

MORNING TALKS

Morning Talk (assembly) is held on Monday, Wednesday, and Friday and features music, talks and performances

Each term classes from Reception to Year 6 produce a Morning Talk based on their work for the term. Parents and carers are invited to come and watch what is often one of the highlights of the term. It provides an excellent basis on which to develop drama, music, speaking and listening skills and is great fun. A silence is held during Morning Talk, which we use for reflection.

OPEN DAYS

St Chris runs regular Open Days for prospective families – some during the week and some at weekends. Pupils are asked to support these events by giving tours of the School or by taking part in performances and activities. Open Days are an enjoyable way for our pupils to showcase what they have been working on and to practice their conversational and presentation skills. Information about these events are communicated in advance to parents and pupils.

PARKING

Parking is available in the car parks by: the Junior School playground, the swimming pool and the mini-roundabout. We request that parents park in the bays provided and not on yellow lines or in the disabled bays unless a blue badge is displayed.

PARENTS' CIRCLE

Each class has its own Parents' Circle Rep who makes contact with parents of children in their class to organise events, such as Cake Days or teams for our quiz nights.

If you are happy to share your contact details with your Class Rep please contact the Parents' Circle via email **mail@stchrispc.co.uk**. We would also encourage you to sign up for ClassList which is the main communication tool for the Parents' Circle: www.schoolclasslist.com

PE & GAMES

From Year 3, pupils take part in Games, PE and Swimming. Games lessons involve taking part in sports such as hockey, rugby, football and netball. Pupils can also take part in associated fixtures. In PE, we provide opportunities for all pupils to develop their physical confidence and competence in a way that supports their fitness and health.

POLICIES & PROCEDURES

A comprehensive list of our policies and procedures can be found on our school website: www.stchris.co.uk/aboutus/policies

REPORTS & CONSULTATIONS

We issue reports twice each year, once at Christmas and once at the end of the academic year, via the parent portal.

Formal consultation meetings are held each term; these are opportunities for parents/carers and teachers to discuss progress. We provide two dates for these consultations to try and ensure that as many parents/carers as possible can attend. In the unusual event that a parent/carer cannot make either date, they should contact their child's class teacher.

SAFEGUARDING & CHILD PROTECTION

At St Chris, safeguarding is everyone's responsibility. The Designated Safeguarding Lead is the person appointed to take central responsibility for child protection issues and safeguarding concerns in the School.

Everyone in the St Chris community shares the goal of helping to keep children safe by contributing to a safe environment for all through communication, vigilance and taking appropriate action.

For a student or a parent, the best person to approach with any concerns in the first instance is the class teacher. However, if it is felt that this is not appropriate in the circumstances, other members of staff may also be approached, including the Head.

Designated Safeguarding Lead
Whole School Nat Baker
nat.baker@stchris.co.uk

Deputy Designated Safeguarding Lead
Junior School Katie Wright
katie.wright@stchris.co.uk

Deputy Designated Safeguarding Lead
Junior School Marcia Bonanni
marcia.bonanni@stchris.co.uk

Deputy Designated Safeguarding Lead
Early Years Rebecca Simon
rebecca.simon@stchris.co.uk

SECURITY

Entrance and Exit

Pupils can enter the Junior School via the front gate and door only. These are opened automatically at drop-off and collection times.

Visitors

Visitors should use the entry buzzer to gain access to the Junior School. All visitors (including parents) must report to the Junior or Senior School Reception on arrival, where they will be given an identity badge and made aware of our Safeguarding and fire procedures.

SPECIALIST TEACHING

Where children take part in swimming, music or French lessons, these are led by specialist teachers.

SWIMMING

All children from Nursery to Year 6 have a weekly swimming lesson which is led by experienced and qualified instructors.

Parents can also book additional swimming lessons through the St Chris Swim School; these take place after school hours and at the weekend. You can find further information by visiting our website: https://www.stchris.co.uk/school-life/swim-school/

TOYS

Children are welcome to bring toys and games into school, although we ask that no toy weapons are brought in. Scooters may be used at playtimes; however, a helmet must be worn. Children should not bring valuable items to school.

TRIPS

There are trips throughout the year for all year groups. Most are day trips, some are residential. You will be given plenty of notice for these beforehand, with full kit lists, etc.

Please note that where there is an additional cost for a trip, you will be notified beforehand and it will usually be added to your bill retrospectively at the end of term.

The exception to this is the LSP (Late Summer Programme) which all children in Years 3 to 6 (G to D Group) take part in. The cost for this is divided into three equal payments and charged for at the beginning of each term in the main fees invoice.

stChris

Barrington Road Letchworth Garden City Hertfordshire SG6 3JZ **stchris.co.uk**