

Junior School and Early Years Centre

Information Booklet  
2018/19



St Christopher School  
LETCWORTH GARDEN CITY

# St Christopher School

Junior School and Early Years Centre

Information Booklet  
2018-19

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[www.stchris.co.uk](http://www.stchris.co.uk)

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## **WELCOME**

Starting at St Chris is an exciting time, but it can also be a little bit daunting if you don't have the information that you need ahead of time. We designed this booklet for new parents and carers who have little or no knowledge of St Chris, the structure of the School and the School day.

We hope the booklet answers many of your questions, but if not please do contact the Admissions department before your child starts with us, and afterwards the Junior School Office.

## **Our Vision**

We treat children and young people as individuals and aim for them to develop competence and resourcefulness, social conscience and moral courage, the capacity for friendship and a true zest for life.

## **Our Values**

- To find and celebrate potential for growth in boys and girls of all ages
- To develop moral courage
- To instil and develop a sense of community and an understanding of the wider community
- To expect the best of all
- To promote the enjoyment of school
- To encourage and reward trust
- To value all within the School
- To celebrate a broad curriculum

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 you and your child will enjoy many happy years as part of the St Chris community.

## **Katie Wright**

Head of the Junior School

## EYC & JUNIOR SCHOOL STAFF

To contact staff, please call or email the Junior School Office.

A full list of staff is available at [www.stchris.co.uk](http://www.stchris.co.uk)

Head of Junior School	Katie Wright
Deputy Head of Junior School	Zareena Subhani
Junior School Secretary	Jean Benjamin

Class	Teachers	TA's
Nursery (Monte)	Lesley Farrell Tasha Paxton Sarah Brown Natalie Allen	
K Group - Reception	Coralie Skerman-Gray (2 days) Rebecca Simon (3 days)	Denise Sheelan
J Group – Year 1	Claire Plain	Chloe Palmer
H Group – Year 2	Lydia Somerville (4 days) Katie Wright (1 day)	Sarah Gardener
G Group – Year 3 (2 x classes)	Marcia Bonanni	Gemma Horwood Lucy Pinkstone
	Carly Ougham	
F Group – Year 4	Ellie Snow	Corinne Toller
E Group – Year 5 (2 x classes)	Jim Sands	Roxanne Jackson
	Iain Wheeler	
D Group – Year 6 (2 x classes)	Christine Hawkes (2 days) Zareena Subhani (3 days)	Anita Moore
	Bryan Anderson	
PE Teacher	Lyn McGregor	
Music Teachers	Martin Goodchild Ann-Marie Knight	
French Teacher	Lydie Moreno Isabelle Mills Cyrille Simon	
Individual Needs	Clare McComb (2.5 days) Andrew Duffell (4 days) Joanna Pitts	

## TERM DATES 2018-19

<b>AUTUMN TERM 2018</b>		
<b>Start of Term</b>	Thursday 6 September	8.30 am
<b>First Half Ends</b>	Friday 26 October	3.20 pm
<b>Half Term</b>	<i>Monday 29 October to Friday 2 November</i>	
<b>Second Half Begins</b>	Monday 5 November	8.30 am
<b>Term Ends</b>	Friday 14 December	12 Noon

<b>SPRING TERM 2019</b>		
<b>Start of Term</b>	Wednesday 9 January	8.30 am
<b>First Half Ends</b>	Friday 15 February	3.20 pm
<b>Half Term</b>	<i>Monday 18 – Friday 22 February</i>	
<b>Second Half Begins</b>	Monday 25 February	8.30 am
<b>Term Ends</b>	Friday 5 April	12 Noon

<b>SUMMER TERM 2019</b>		
<b>Start of Term</b>	Tuesday 23 April	8.30 am
<b>Bank Holiday</b>	Monday 6 May	
<b>First Half Ends</b>	Friday 24 May	3.20 pm
<b>Half Term</b>	<i>Monday 27 to Friday 31 May</i>	
<b>Second Half Begins</b>	Monday 3 June	8.30 am
<b>Term Ends</b>	Friday 5 July	12 Noon

### OPEN DAYS

On School Open Days pupils in Years 5 and 6 (E and D Group) are asked to attend from 9.00 am to 1.00 pm to help – either by showing prospective pupils and parents around the School or to help out in classrooms – it's a fun day with lots going on.

The two School Open Days for 2018-19 are:

- Saturday 22 September 2018
- Saturday 11 May 2019

### REPORTS AND PARENT MEETINGS 2018-19

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

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

## **INTRODUCTION TO THE EYC & JUNIOR SCHOOL**

The Early Years Centre (EYC) and Junior School together make up Early Years, Key Stage 1 and Key Stage 2 education at St Chris.

Early Years (Early Years Centre)	Half Monte	Nursery (Rising 3s)
	Top Monte	Nursery
	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 (2 x classes)
	E Group	Year 5 (2 x classes)
	D Group	Year 6 (2 x classes)

### **EARLY YEARS CENTRE**

The Early Years Centre (EYC) is divided between a nursery for up to 22 children, and K Group - our name for Reception. Children in the nursery have a different classroom and play area to those in K Group. The EYC is housed in Arunwood, an original Garden City house just outside the main school grounds, surrounded by play areas, gardens and its own Forest School.

For children in the EYC, the main part of the school day takes place in Arunwood but for lunches and certain lessons (for example weekly swimming classes) children move to the main school, just a few minutes' walk away.

The Nursery day begins at 8.30 am and ends at 1.30 pm, unless you have requested additional hours for your child. For children in K Group (Reception) the day ends at 3.20 pm. Access to the EYC is via the front gate which has a key pad – you will be given the codes when your child starts with us.

At the start of the day, please take your child to their cloakroom and help them to hang up their coat and change into their indoor shoes. Please then bring your child to the appropriate classroom to say goodbye. At the end of their day, please wait for your child outside the cloakroom area.

If you have arranged for your child to be collected by an alternative person please ensure that the class teacher is informed and you will be given a password. If you are unable to collect your child, please contact Jean in the Junior School Office.

## **JUNIOR SCHOOL**

The Junior School has spaces for 200 children, with one form entry from J, H and G Group (Years 1 to 3) and two form entry from F, E and D Group (Years 4 to 6).

All children have their own classroom and assigned class teacher. The Junior School is a modern building, close to the Senior School but surrounded by play areas, gardens and even its own orchard!

As with the EYC, children in the Junior School spend most of their day in their classroom or the Junior School building. However, they access the Senior School for lunch (at a separate time to the Senior School students), swimming and music lessons, and some PE lessons. In Year 6 children spend Thursday afternoons in the Senior School in preparation for their transition to Year 7.

The Junior School Day starts at 8.30 am and finishes at 3.20 pm. Access to the Junior School is via the front door only, which is unlocked at drop-off and collection times. Outside of these, there is a buzzer system - please press the bell on the silver intercom to the left of the front door.

In the morning, drop off is at classroom doors. In the afternoon, children in Years 1 to 3 (J to G Group) should be collected from their classroom and children in Years 4 to 6 (F to D Group) from their classroom or the main foyer.

Children waiting for collection must not leave the building on their own. If you have arranged for your child to be collected by an alternative person please ensure that the class teacher or Jean (the Junior School Secretary) are informed. Please also contact Jean if you are unable to collect your child on time. Any child who is not collected by 3.30 pm will be taken to the School Office.

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 Jean for further information.

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

## **AFTER SCHOOL CLUBS**

A wide range of After School Clubs are offered each term. We will send you a list of activities and a choice form. Most clubs are included in the School Fees; where they are not, this will be clear on the booking form. Please note that there are no clubs in the first and the last week of term.

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

When School ends at 3.20 pm, children are taken to the Junior School Hall where a register is taken and a snack is available. Clubs usually finish at 4.30 pm (but timings vary, so please check) and children should be collected from the classroom or area in which the activity takes place. (If they are booked into After School Care then a member of staff will escort them there)

Please inform Jean Benjamin if your child is unable to attend a Club that they normally attend. After School Club places are offered at the discretion of the Head, and repeated late collection may result in a place being withdrawn.

### **WRAPAROUND CARE**

There are different types of Wraparound Care at St Chris, which we hope meet all needs and provide a happy and homely environment both before and after School.

Please book Wraparound Care in advance (by 1.00 pm the previous day) with Jean Benjamin. You are welcome to book both regular and occasional 'ad-hoc' sessions.

Places are limited and bookings are accepted on a first come, first served basis. Should you no longer require a booked session, please ensure that Jean is informed as soon as possible as sessions which have not been cancelled will be charged for. (Cancellations with less than 24 hours' notice are charged in full.)

All costs for wraparound care are payable retrospectively and will be added to your 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 they will be charged the full rate for the following session.

### **Breakfast Club 7.30 to 8.00 am**

A supervised breakfast session held in the Senior School dining hall (IG). Children are dropped off with a member of the Junior School team at the Senior School. After breakfast they are taken to the Junior School/EYC at 8.00 am. Please book in advance with Jean Benjamin.

**Morning Care 8.00 to 8.30 am**

In the EYC, children should be dropped at the K Group (Reception) classroom. There is no additional charge, but please let the class teacher know what time you intend to arrive.

In the Junior School, children should be dropped off at the Morning Care Room, or in the playground if a member of staff is on duty. Please note that children must not be left unsupervised in the playground. Children arriving at 8.30 am can be taken directly to their classrooms. There is no additional charge for Morning Care and no need to book.

**After School Care 3.20 to 6.30 pm**

At 3.20 pm (or 4.30 pm if your child has taken part in an After School Club) children who have booked a place are taken to After School Care, where they have a drink and a snack and take part in activities. Older children can work on their homework in a quiet atmosphere.

Children booked on a School bus attend After School Care between 3.20 pm and the departure time without charge.

**Sibling Club 3.20 to 4.00 pm**

Children with siblings in the Senior School may sign up for our Sibling Club free of charge, which ends at 4.00 pm. After 4.00 pm they are charged at the normal rate for After School Care.

**WRAPAROUND CARE CHARGES 2018-19**

	Time	Meal provided	Charge (per session)
<b>Breakfast Club</b>	7.30 – 8.00 am	Breakfast	£4.90
<b>Morning Care</b>	8.00 - 8.30 am	NA	NA
<b>After School Care</b>	3.20 - 4.30 pm	Snack	£4.90
	4.30 – 5.30 pm	NA	£4.90
	5.30 – 6.30 pm	Hot meal	£4.90

## **A TYPICAL DAY IN THE EYC**

7.30 am	Breakfast Club
8.00 am	Morning Care
8.30 am	School day begins
8.30 – 10.00 am	Session 1
10.00–10.30 am	Morning break
10.30 - 11.30 am	Session 2
11.40 am	Lunch break
12.30 pm	Outdoor play
1.15 pm	K Group (Reception) afternoon session begins
1.30 pm	Nursery Session ends (except for those booked to stay later)
3.00 pm	Snack
3.20 pm	End of school day for Nursery children booked to stay later & K Group (Reception). Children depart or are taken to After-School Clubs or Wrap-around Care in the Junior School
3.30 pm	After School Clubs and Wraparound Care begins
4.30 pm	After School Clubs end
6.30 pm	Wraparound Care ends

## **A TYPICAL DAY IN THE JUNIOR SCHOOL**

7.30 am	Breakfast Club
8.00 am	Morning Care
8.30 am	School day starts
8.40 am	Registration
8.50 am	Morning Talk (Weds, Thurs and Fri)
8.50 or 9.10 am	Session 1
9.50 am	Morning Talk (Mon and Tues)
10.10 – 10.30 am	Morning break
10.30 am	Session 2
11.45 am	Lunch for J and H Groups
11.50 am	Lunch for G Group
12.00 Noon	Lunch for F to D Group
1.15 pm	Session 3
3.20 pm	End of school day – children depart or are taken to After School Clubs or Wraparound Care
3.30 pm	After School Clubs and Wraparound Care begin
4.30 pm	After School Clubs end
6.30 pm	Wraparound Care ends

## **ABSENCE FROM SCHOOL**

If your child is absent please call the Junior School Secretary (Years 1 to 6, J to D Group) or EYC staff (for Nursery and K Group children) before 9.30 am. When a child returns from an absence due to illness, they should bring a note for our records; an email to the School is also acceptable.

We follow-up on any absences that we have not been notified about. If parents wish for their child to miss School for any reason other than illness or a medical appointment then they should write to Katie Wright, Head of Junior School, *in advance*, requesting permission for the absence. It is disruptive to take children out of school during term time, but if this is unavoidable the School is able to grant up to ten days leave of absence.

If your child has an appointment during the School day, please sign your child out, and back in, with Jean at the Junior School Reception for Years 1 to 6 (J to D Group) and at the Early Years Centre for Nursery and K Group (Reception).

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.

## **LATENESS**

It is important that classes begin promptly after registration at 8.40 am. Please inform Jean in the Junior School Office if you know you are going to be late. While we realise that some lateness is unavoidable, persistent lateness affects not only the learning of one's own child but also that of the whole class.

## **BIRTHDAYS**

From the Nursery to D Group (Year 6) we are happy to help the children celebrate their birthdays. Children may bring in something special to eat (birthday cake or vegetarian treat) to share with their friends 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.

## **CHRISTMAS FAIR**

This is the Junior School's main fundraising event and all proceeds go to local, national or international charities. Parents, children and staff work throughout the autumn to make items to sell. We also ask for donations, ranging from cakes to sell with refreshments during the morning, to items to sell on our Rainbow Stall. The children run games and provide entertainment.

## **CLOTHING**

### **Everyday Clothing**

There is no uniform at St Christopher School. Please ensure your children's clothes are appropriate for school work and play. Camouflage and military-type clothing are unsuitable.

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 they have a hat for break times.

In the EYC all 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 booked online using the following link:  
<https://www.stchris.co.uk/school-info/pe-kit-list>

### **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):**

Children in these year groups should purchase a St Chris PE kit. Please purchase the following in the first instance:

Girls:

- 2 x polo shirts
- 1 x tracksuit top or rugby top
- 1 x tracksuit bottoms
- 1 x pair of shorts OR skort
- 1 x pair of football socks
- 1 x swimsuit

Boys:

- 2 x polo shirts
- 1 x rugby top or tracksuit top
- 1 x tracksuit bottoms
- 1 x pair of shorts
- 1 x pair of football socks
- 1 x pair of swim shorts
- Children in G to D Group (Years 3 to 6) also require the following from the Autumn Term onwards:
  - Football boots
  - Sports trainers (not fashion trainers)
  - Shin pads
  - Gum shield
  - 1 x swimsuit/trunks, swim hat and towel, optional goggles

**COMMUNICATION**

At the beginning of the academic year we hold a Parents Information Evening which enables parents to find out about the curriculum, routines and the year ahead.

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 addition to formal written reports and parent consultations, teachers are 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 School's online calendar at [www.stchris.co.uk](http://www.stchris.co.uk).

Once you start at the School, you will also receive a weekly School mailing via email which updates you on upcoming events and activities.

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. Parents are also encouraged to attend our many musical performances, including our Seasonal Gathering at Christmas, and our Junior School Show. Please follow the School on Facebook or Twitter (@StChris\_School) for further information.

### **DOGS**

Other than guide dogs, dogs are not allowed in the School building. Outside the School, please keep dogs on a lead at all times and under your control. Even if your dog is usually friendly, children are often eager to stroke and pat dogs and this can sometimes lead to a child being bitten.

### **EVENTS**

There are lots of events in the School calendar, some optional and others compulsory for children to attend. Examples would be the Christmas Fair which is compulsory and Open Days, which are optional but we encourage children to support. You will be given good notice of up-and-coming events and whether these are compulsory or optional for your child.

There are also events that are aimed at parents either with children or without. Examples of these would be the Welcome Drinks in June, which is for all new families joining the School in September and takes place just before the Summer Fair, and the Cheese & Wine in September which is organised by Parents' Circle as a formal welcome to the School.

### **FOOD**

We enjoy fresh, tasty, healthy vegetarian food. Our diet includes produce from local suppliers. Menus are worked out according to season and availability and we offer a nutritious and varied selection of hot and cold dishes. 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 website.

Please note that we are not a nut-free school, and need to be aware 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 warn your child that during lunch, a bell is rung to signal a moment of silence. There is no charge for lunches for Reception, Year 1 and Year 2. For children in Year 3, Year 4, Year 5 and Year 6 the cost is £150 per term.

If you would prefer your child to have packed lunches, please let the Finance Office know as these will be charged in advance each term.

### **Snacks**

In the EYC 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 and children are encouraged to help themselves. Water is also available throughout the day.

In the Junior School we provide a healthy snack of fruit and juice for the children at Morning Break (10.10 am), when children may also bring a healthy snack to eat from home. 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.

Most children have a hot lunch, for which there is no charge before Year 3. However, if you wish for your child to bring a healthy packed lunch (which must be vegetarian) or go home for lunch then please inform the Head, Katie Wright, in writing. Please respect our vegetarian policy by not bringing meat or fish onto the campus, even for school trips.

### **Cake Day**

We hold a Cake Day each Friday as a treat for the children, who bring in 20p to buy a cake. Each class, from the Nursery to D Group (Year 6) takes it in turn to provide the cakes; the rota can be found on the online calendar and the teacher will remind you when it's your class' turn. We ask that children bring in 10-12 cakes which can either be made or bought. All proceeds go to a charity chosen by the School Council.

### **FOREST SCHOOL**

All children in the EYC and Junior School have a weekly, one hour Forest School class, which takes place in the grounds of Arunwood. Please see the kit list above for the clothing that your child will need for this lesson.

## **HEALTH**

The School has two School Nurses, Carolyn Dorrington and Gina Williams. 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 Carolyn as soon as possible.

### **Accident Forms**

If a child has an accident at School which has been dealt with by a member of staff then 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 completes a Health and Safety Incident and Accident form and passes it on to the Bursar, and you will 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 EYC and Junior School staffrooms. 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 for children from Nursery to Year 2 (Monte to H Group) are kept by teachers in the classroom. If a child in Early Years needs to use his/her inhaler then Carolyn is called as soon as possible to check the child.

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 you to collect your child.

If your 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**

In the EYC prescribed medication is administered only on the completion of a request form by the parent or carer. It is important that parents and carers sign this form at the end of each day. Medication is kept in a fridge in a locked office.

In the Junior School 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. Medication is kept in the School's surgery and administered by the School Nurse, who keeps details of its administration.

Early Years and Junior School staff do not administer non-prescription medication and parents are requested not to ask them to do so. Carolyn Dorrington, the School Nurse, can administer non-prescription medicines in accordance with a child's completed medical forms. Should this be necessary she will telephone you beforehand to ascertain whether any medication has been administered prior to School, however please also let your child's teacher know if this has been the case. Please do not send non-prescription medicines into school with your child.

We do not keep any medicines in classrooms except Asthma inhalers and EpiPens. Staff are trained as appropriate in the health conditions of pupils (e.g. asthma, anaphylaxis, diabetes, epilepsy) and the administration of medicines.

### **LIBRARY**

The Junior School library is cared for by a Resources Assistant who helps parents and children choose appropriate reading material and provides resources for teachers. All children are taught how to use and enjoy the library.

### **MORNING TALK**

Morning Talk (Assembly) is held for J to D Group (Years 1 to 6) each day and feature music, talks and performances. From the end of September each year, the K Group (Reception) go up to the Junior School to watch Morning Talks, and Nursery children from later in the year.

Each term all classes from 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.

### **MUSIC LESSONS**

There are a wide variety of instrumental music lessons available at St Chris. Please visit our website to find out more and download the form for booking individual music lessons: [www.stchris.co.uk/school-info/music-lessons](http://www.stchris.co.uk/school-info/music-lessons)

### **OPTIONS**

In D Group (Year 6) children go up to spend Thursday afternoons in the Senior School, taking part in Art, Cookery and Computer Science.

## **SWIMMING**

All children from the EYC to D Group (Year 6) have a weekly swimming lesson which is led by experienced and qualified instructors.

We also offer additional swimming lessons through Swim School. These take place after school hours and at the weekend. You can find further information by using this link: <https://www.stchris.co.uk/st-chris/swim-school>

## **TOURS**

We enjoy welcoming visitors to our School, and particularly in the case of prospective visiting families, Junior School children are asked to be involved in these.

Children who are in F, E and D Group (Years 4 to 6) are asked to show visitors around the Junior School only; they are not allowed to leave the grounds and tours are carried out by two children at a time. We always ask children if they are happy to take part and tours last no longer than 40 minutes.

We also hold two Open Days each year, and children in E and D Group are asked to attend these as tour guides and to take part in activities. You will receive a letter twice a year asking for your permission for your child to take part in these.

## **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, this 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 take part in.

## **PARENTS' CIRCLE**

All parents and guardians are members of the Parents' Circle. Newsletters are sent out to inform parents of meetings and events. All are warmly welcomed.

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](mailto:mail@stchrispc.co.uk). We also encourage you to sign up for ClassList which is the main communication tool for the Parents' Circle at <https://www.Schoolclasslist.com/>

## **PARENT VOLUNTEERS**

We welcome parents and carers in School and are always grateful for their help. If you would like to be involved in any way then please let the Head, Katie or the Junior School Secretary, Jean know.

## **PARKING**

Parents of children attending the EYC may park in Muddy Lane for drop off and collection. The EYC car park is for staff only – please do not use if for dropping off or collecting children.

For the Junior and Senior School, 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.

## **PE & GAMES: WHAT'S THE DIFFERENCE?**

From Year 3, children take part in Games, PE and Swimming. Games involves two year groups together taking part in sports such as hockey, rugby, football and netball. Children can also take part in associated fixtures. PE only involves the child's own class and is more focused on keeping fit, for example dance. PE can take place in the Junior School Hall on wetter days, whereas Games tends to take place on the main school playing fields.

## **PERSONAL BELONGINGS**

Please ensure that all of your child's belongings are clearly named.

### **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 Jean, the Junior School Secretary, during the School day. Children in the Junior School are not allowed to have mobile phones in the classroom or in their School bags.

### **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.

## **SCHOOL COUNCIL**

Children can join School Council from J Group (Year 1), and all classes have their own Rep. There are regular meetings where Reps will collect suggestions and ideas beforehand to take forward for consideration.

## **SECURITY**

### **Entrance and Exit**

In the EYC there are code pads for all external doors. Parents and carers are requested to keep codes confidential. The Junior School door has a buzzer for times outside of drop-off and collection.

### **Visitors**

Visitors should use the entry buzzer to gain access to the EYC and Junior School respectively.

All visitors (including parents) must report to the Junior or Senior School Reception on arrival at the School, 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, not the class teacher.

## **TRANSITION**

We recognise that transitions from external preschool settings are important steps in a child's School life. As such we organise a series of events and visits to ensure a positive experience for every individual. Further details are available in our Transition Policy on our website [www.stchris.co.uk](http://www.stchris.co.uk).

## **POLICIES AND PROCEDURES**

A comprehensive list of our policies and procedures, including those listed below, can be found within the section for Parents (School Info) on our website [www.stchris.co.uk](http://www.stchris.co.uk).

## **SAFEGUARDING AND CHILD PROTECTION**

If something is making your child unhappy, or they have a concern about anything at all, it is very important that they share their concern with an adult that they feel able to talk to.

It doesn't matter if their worry is about something or someone at the School or outside of school, they should feel free to approach an adult that they would like to talk to.

The best person to approach, while at School, is their teacher, the Head or Deputy Head. However, if they feel that they would rather not approach these people, then they may approach any member of staff.

It is important that 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.

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.

Designated Safeguarding Lead (Whole School):  
Rich Jones ([rich.jones@stchris.co.uk](mailto:rich.jones@stchris.co.uk))

Designated Safeguarding Lead (EYC and Junior School):  
Katie Wright ([katie.wright@stchris.co.uk](mailto:katie.wright@stchris.co.uk))

Deputy Safeguarding Lead (Junior School):  
Zareena Subhani ([zareena.subhani@stchris.co.uk](mailto:zareena.subhani@stchris.co.uk))

Deputy Safeguarding Lead (EYC):  
Lesley Farrell ([lesley.farrell@stchris.co.uk](mailto:lesley.farrell@stchris.co.uk))

Deputy Safeguarding Lead (EYC):  
Rebecca Simon ([rebecca.simon@stchris.co.uk](mailto:rebecca.simon@stchris.co.uk))

## **COMPLAINTS**

The open climate of the School encourages parents, along with children and staff, to voice their concerns. Usually discussion of the matter allays or removes the worry without the need for formal procedures. All complaints are carefully considered and it is usually helpful for there to be a discussion at an early stage about the issue, the procedures and the possible outcomes.

## **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 School community are valued and encouraged to develop their potential.

## **CONTACTING THE GOVERNORS**

The Chair of Governors may be contacted via the Bursar (Clerk to the Governors), St Christopher School, Barrington Road, Letchworth Garden City, Herts SG6 3JZ, or via [bursar@stchris.co.uk](mailto:bursar@stchris.co.uk)

[www.stchris.co.uk](http://www.stchris.co.uk)

St Christopher School, Letchworth Garden City, Hertfordshire SG6 3JZ  
T +44 (0)1462 650850 F +44 (0)1462 481578 E [school.admin@stchris.co.uk](mailto:school.admin@stchris.co.uk)

 [@StChris\\_School](https://twitter.com/StChris_School)  [@stchris\\_school](https://www.instagram.com/stchris_school)

