

**Pope Paul Catholic Primary School**

*'Learning in the Light of Christ'*

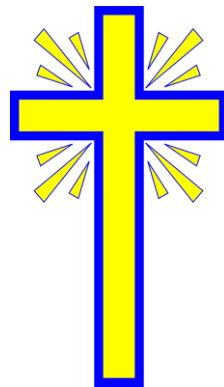


**Starting School Booklet**

## MISSION PRAYER

We believe that we are all God's work of art.  
We strive to respect and care for each other and to  
use our talents to do our best.

By doing this, we are  
'Learning in the Light of Christ.'

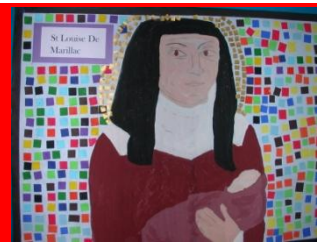


## *Our House Saints*

The school is arranged into 4 houses, for sports competitions and  
charity fund raising.



*St Vincent de Paul*



*St Louise*



*St Bernadette*



*St Francis of Assisi*

# Welcome to Pope Paul Catholic Primary School

## *School Uniform*

Reception in September wear the winter uniform

### Boys & Girls

- Navy logo jogging trousers \*\*
- Yellow polo shirt \*
- Navy logo sweatshirt \*
- Black shoes (Sensible)
- Plain socks
- Optional – Navy logo Fleece Jacket\*

### Summer Uniform

- Navy blue shorts\* or skort\*
- T-shirt with school logo\* in your House colour for PE
- Plimsolls (Not trainers, which are only for juniors)

Items marked \* may only be purchased at our uniform suppliers  
(Smarty Schoolwear, located in Hatfield or Smiths Schoolwear, at Cockfosters.)

#### **PARENT TIP:**

**Please ensure ALL items of uniform are clearly named**

We want all our pupils to look smart and be age appropriate, and there are also health, safety and hygiene considerations. Therefore we strongly request :

- no extreme haircuts or styles, no hair gel and long hair to be tied back
- no nail varnish to be worn
- no jewellery to be worn in school, but if ears are pierced, small plain studs may be worn.
- Ensure shoes are relatively clean when entering the school building!

Summer Uniform – From 1st May to 30th September

**PARENT TIP:**

**Not needed until May**

## **Boys & Girls**

- Trousers may be replaced by Navy shorts or skort\*
- Black shoes (Sensible)
- Plain socks
- Baseball cap\*

### *Your First Day at School:*

*You will be given an individual time to start on your first day.*

*On this day only, you will enter by the main entrance to meet the Headteacher before going to your class.*

*Every other day, you will enter your class from the playground and be collected from there at the end of the day.*

# School Meals, Healthy Snacks & Safe Play



All pupils are offered school meals at lunchtime, produced on site by our caterer Herts Catering Ltd, and currently free of charge for Key Stage 1. (Reception, Years1 & 2.)

There are lots of healthy choices, and pupils may choose each morning as you wish; 4 options daily, referred to as Red, Green, Yellow, and Jacket Potato. Rotated on a 3 week menu, with 3 different menus per year - full details, including our menu, can be found at <https://hertscatering.co.uk/blog/schools/pope-paul-catholic-primary-school/>

It is essential that we are made aware of allergies, and special dietary needs: dietary needs supported by a medical care plan can be accommodated in addition to the usual choices, and any religious or cultural needs will be supported. An online application for special dietary needs must be made at <https://hertscatering.co.uk.allergy-menu-application/>

**We are a healthy eating school, so if your child brings in a packed lunch, please ensure that the lunchbox does not contain:**

- sweets (including chocolate bars),
- unhealthy snacks or drinks, especially fizzy
- nuts of any kind or sesame (Mindful of allergies our kitchen is nut free)
- glass containers
- hot food likely to scald a child



### Healthy Snacks & Milk

The Government's 'Fruit and Vegetable Scheme' allows us to offer every Infant pupil a piece of fruit free daily. This is offered just before break. However, you may send in an additional small piece of fruit or vegetable.

Children may also have milk, which is offered free to children up until the term in which they are 5 years old. You will be offered the option to continue this for a small charge from the term in which your child is 5 years old.



### Water bottles & Water Fountains

Water fountains are available around school; Reception are given cups of water at regular intervals, and Summer term encouraged to bring refillable water bottle.

### Hats & Sunscreen



On hot sunny days, please apply sunscreen to exposed areas before school and always bring a hat. We supply a logoed cap to all reception pupils as part of their welcome pack – please name it and use it.

**We operate a “no hat, no outdoor play” policy on sunny days.**



## School Times

8.50am	School Starts
10.30 – 10.45am	Break time
12 - 1pm	Lunchtime
3.30pm* Monday to Thursday *3.15pm on Friday	School Ends *3.15pm on Friday

- A teacher is on duty in the playground from 8.40am.
- Bell rings at 8.50am, children line up outside the classroom & their teacher welcomes them in.

**Please only enter classroom with your child if asked by the teacher as it may disrupt classroom routine or delay lesson start.**



On rainy days, pupils may go to the hall from 8.40am where a teacher is on duty. (Enter through the back door, which is situated in the junior playground.)

In the interest of safety we ask parents not to wait with them, nor to bring in buggies or prams.

## Collecting children at the end of the day

Let us know who will usually be collecting your child from school. If someone other than that will be picking them up, **please inform the class teacher in the morning.**

If you need to make alternative arrangements during the school day, please telephone the school office and we will inform the class teacher.

**For your child's safety, we will not release them to anyone other than parents, carers or alternative arrangements as advised by you.**

Please avoid congregating just outside the classroom door prior to the end of the day, before the bell has rung, as it can be distracting: children are saying prayers and having a period of reflection.

# *Extended School Day*

To support family commitments, we offer paid child care facilities each morning at our Breakfast Club and each evenings at After School Club. Run by our own staff, exclusively for our children, to provide affordable, quality care around school. **We accept childcare vouchers and tax free childcare payments. Booking and payment is simple using Schoolcomms Gateway** or directly at the school office.



## **Breakfast Club**

- Children benefit from a healthy breakfast and a safe environment.
- Operates from 7.45am - 8.40am, every Monday to Friday during term time

Cost of care including breakfast is £4.00\* per day, and we accept childcare vouchers.

You may use the breakfast club as many times a week as you require; regularly or on an ad hoc basis. There is no need to pre-book.

## **After School Club**

Our After-School Club runs from **3.30pm to 6pm every school day**, and you can book sessions by the hour, flexibly around activities or external clubs and to personal requirements. Prices start at £5 for 1 hour, £9.50 for 2 hours, £12 for 2.5hours. \*

Sessions can be pre-booked or ad-hoc, subject to availability. Sessions booked may be released up until 24 hours before without penalty.

**\* Concessions may be available for hardship; including for those in receipt of income support and means tested Free School Meals. Please discuss personal circumstances, in strict confidence, with the Headteacher.**

### **Additional Enrichment Activities**

A selection of enrichment activities is offered to pupils and full details can be found on our website. <http://popepaul.herts.sch.uk>

However most after school enrichment activities are not usually offered to Reception children, as the school day can be very tiring for them.

## *Communication & Operational Matters:*

The class teacher and class staff are available every day to establish a working dialogue with families, however time before school and after can be limited so if you need a longer time or a more confidential discussion please contact Mrs Lennox in the first instance to facilitate this:

- In person at the school office
- By telephone 01707 659755
- By email at [admin@popepaul.herts.sch.uk](mailto:admin@popepaul.herts.sch.uk)

Mrs Heymoz and/or Mrs McNamara will usually be in the playground each morning, and at the end of the school day for casual discussion with families, however please contact Mrs Lennox as above to arrange a longer or more private discussion.

### **Formal Parent Consultations**

- Consultation Evenings during Autumn & Spring terms to discuss your child's progress.
- Written report in the Summer term.



### **Children's Liturgies & Assemblies**

Parents are invited to attend any assembly, or class Mass. There are several Liturgies and Assemblies throughout the year, including the Reception Class Nativity Play at Christmas, and our newsletters and website will keep you informed of these.



FOPPS – all parents and carers are automatically members of our Friends of Pope Paul School and are encouraged to contribute to supporting the school and providing additional opportunities for our students.

Their events are advertised in newsletters, on our website, noticeboards, by class representatives and through Schoolcomms. We are fortunate to have an active and effective group of Friends, who organise some wonderful events and contribute greatly to our school community. Don't miss our Christmas and Summer Fayres.





## Our Website - [www.popepaul.herts.sch.uk](http://www.popepaul.herts.sch.uk).

Please do visit our website and add it to your favourites. We regularly update it with information, photos, blogs and news about what is happening in school.

## Newsletters

Each week the Headteacher produces a short newsletter, which is added to our website and emailed out to parents & carers using our Schoolcomms system. We can produce paper copies but would like to reduce this as it is better for the environment, and most people find it more convenient to access on IT mobile devices.

## Class Pages & Class Blogs

Our website also has information on the curriculum for each year group, a class blog and pictures of activities in school.

## Schoolcomms – Communication & Online Payment System

Once you are a member of the school, you can log on to view payments, and receive communications: <https://login.schoolgateway.com/0/auth/login>

If your phone allows, we recommend you [download the Gateway App](#).

(You will not be able to login until you are included on our school data base, and we do accept cash and cheque payments at the school office if you prefer.)



## Parking

On-site parking is for staff only. Parents and carers should not use it as space is very limited and it can cause a health and safety risk.

If there are exceptional reasons or need, please request permission in advance and a pass will be issued.

We also request that you park with care and consideration in the surrounding streets. There is limited space and it is always busy at drop off and pick up times. Therefore please allow enough time to park safely and legally, and to walk the extra distance to and from school. This is a healthy option and can be an opportunity to reinforce road safety awareness with your children. We appreciate that you are busy and we all lead busy lives – that includes our neighbours, so please try to be considerate and do not cause them inconvenience even for a short while!

# Attendance, Punctuality & Absence



Pupils benefit most from regular school attendance, and are expected to be punctual.

Please let us know in advance of any known reason they cannot attend on a school day, or if they will be late.

**For unexpected absence, please email [admin@popepaul.herts.sch.uk](mailto:admin@popepaul.herts.sch.uk) or phone the school on 01707 659755 before 9.00am. (Or you can use our Gateway App)**

If illness persists, please contact us again on the third day to confirm continued absence, and send a note on return.

## Approved Absence during term time

Other than illness, every application for leave or reason given for absence during term time must be evaluated on an individual basis and according to DFE guidelines.

The Headteacher may only authorise absences for illness, reasonable appointments and exceptional circumstances; we cannot usually authorise any holiday during term time.

We are sorry if this disappoints, and will consider any application according to individual circumstances as explained by you, in confidence with the Headteacher, and according to the guidance we are obliged to follow.

Additionally, please understand that it can be difficult for children to make up missed work caused by absence. Whilst we will try to assist, and appreciate that some absence is unavoidable, most children benefit greatly from learning with their peers



## Medical

Please ensure you make us aware of any medical conditions, including allergies and dietary need, your child may have.

### Medicines

Regulations do not allow medicines to be administered in school by school staff (even if a doctor has prescribed it) unless it is long term medication for which the school will devise a medical plan in consultation with the parents and the school nurse. Your doctor may be able to prescribe medicine to be taken outside school hours. If this is not possible, you are welcome to come in to give the dose to your child yourself.

### Asthma

Inhalers will be clearly marked with the child's name, and kept by the Class Teacher. An adult will supervise their use when necessary. **For all class trips, including short trips to swimming or the church, children will need their inhaler with them.**

### Accidents/Medical

All staff are basic First Aid trained, some have paediatric or at work training, which is a little more detailed.

Serious injury or illness - you will be contacted immediately.

Minor cuts or bumps - small wounds will be cleaned and a plaster applied, ice may be applied, and we will monitor them for any signs that they are unwell.

Head wounds are always treated with extreme caution, and written notice will be sent home for all bumps to the head.

### Limiting Spread of Illness Etc

If your child has vomited or had diarrhoea, they must not return to school until 48 hours after the last bout of illness. Other common illness as directed by NHS or your GP.

Head lice, worms & other assorted niceties can be a common problem in all schools. It is important that you check your child regularly, and follow NHS or GP advice. Please let us know as children are very good sharers! We will discretely alert others to be aware of known outbreaks. It is unlikely that you will be the first or only affected, and obviously we will not name any child affected.



## Safety in Playground & Peace Garden

Please supervise all toddlers in the playground before and after school. All may use the equipment at your discretion and risk outside of school hours. Our Peace Garden is an area for quiet reflection, please enjoy it.

## Opportunities at Pope Paul School

### Music

- Choir Membership (From Year 2)
- Individual Music Lessons

Piano

Cello

Violin

Guitar

Recorder

1:1  
Singing

## Leadership Opportunities

Liturgy

School  
Parliament

Sports  
Leaders

Fair Trade

Buddy  
System

## Trips & Visits

*A sample of trips offered this year include:*

