



St Vincent's Catholic Primary School

KEY INFORMATION SEPTEMBER 2022

www.stvincentsprimary.org.uk

SCHOOL DAY The school day usually starts at 8.55a.m. and ends at 3.15p.m. However at present there is a soft start from 8:30a.m. and a staggered finish. Nursery ends at midday for morning pupils. Nursery children staying the full day are to be collected at 3.05p.m. Please collect your children promptly as it can be very upsetting for them to be collected late. Breakfast Club is available to pupils from 8.00a.m. at an additional cost of £3 per day.

SCHOOL OFFICE The office hours are 8.00a.m.-4.00p.m. from Monday to Friday. As you can imagine we have a very busy office dealing with a wide range of financial, administrative and supportive tasks for the teachers, children and parents. Matters which the office staff may help are;

- admissions
- school uniform information
- applications for Free School Meals
- enquiries about financial matters
- arranging appointments to see teachers

To help the office staff, please give all letters in an envelope, marked with the child's name and class to your child to give to the teacher. Please make sure your child has all the books, bags, music and kits required for the day. The office staff cannot accept these after the school day has begun.

SCOOTERS We strongly encourage children to develop a healthy lifestyle by walking or travelling to school by scooter rather than by car or public transport where possible. Scooter storage is available outside the school but all items are left at your own risk. We do lock the storage facility but cannot take responsibility for any items stored there.

BICYCLES & PUSHCHAIRS Unfortunately there is not room on the school premises for the storage of bikes or pushchairs, unless you want to leave them in the scooter storage, at your own risk. We politely request that such items are not brought into the school building and are taken home once children have started the school day.

SECURITY Children may only be collected by a named adult. The classteacher will ask for a list of acceptable adults at the beginning of the school year and it is your responsibility to keep the staff updated of any changes. Please note that anyone under the age of sixteen will not be allowed to be responsible for your child.

We ask all adults to enter the school building (other than at pick up/drop off) via the school office and to sign in if they will be engaging in activities inside the premises.

MEDICINE If your child needs to have prescription medicine four times a day, you can leave it with the office staff to administer. You will need to fill out a form giving the staff authorisation.

BIRTHDAYS As a school we celebrate birthdays by singing Happy Birthday to the child and allowing them the privilege of wearing their own clothes on the day (or nearest school day) of their birthday. Please do not send in party bags, sweets or cakes as these will not be allowed to be shared in school. Thank you for your support in this matter.

We hope that this general information is useful and look forward to welcoming you to our school family.

All arrangements will be reviewed regularly and may be amended.

Together through Christ we grow and learn