

# St Cross Catholic Primary School



*“Together we grow in God’s Love”*

# *Parent Handbook 2025*



## WELCOME PACK CONTENTS

- Staff List
- Governors List
- The School Day
- Attendance
- Behaviour
- Bike/Scooter Sheds
- Buddies
- Celebration Assembly
- Complaints
- Charging & Remission Policy
- Communication
- Early Learning Goals
- Extended School
- Free School Meals
- Home/School Partnership
- Homework
- Jewellery
- Lunches
- Medicines
- Milk
- Parking
- Payments
- Punctuality
- Packed Lunches
- Security
- Uniform Requirements
- Website

## STAFF LIST

Mrs Joanne Walsh	Executive Headteacher
Mrs Emma James	Deputy Headteacher/SENCO
Mrs Caroline Panter	SLT/Teacher
Miss Rebekah Daniels	Teacher
Mrs Aysel Ciftci	Teacher
Mr Thomas White	Teacher
Miss Juliet Nixon	Teacher
Mrs Graziella Norton	Teacher
Mrs Nicola Hill	Teacher
Mrs Joanne Stewart	Teacher
Miss Katie Milner	Teacher
Mrs Kate Daynes	Teacher
Miss Cassandra Judge	Teaching Assistant/Midday Supervisor
Miss Hannah Elliot	Teaching Assistant/Afterschool Club Play Leader
Miss Kimberly Warren	Teaching Assistant
Mrs Tracey Ives	Teaching Assistant/Breakfast Club Leader
Mrs Charlotte Clark	Teaching Assistant/Midday Supervisor
Mrs Sara Abas	Learning Support Assistant
Mrs Louise Piacquadio	Learning Support Assistant (SEN)
Mrs Maria McIntyre	Teaching Assistant/Breakfast Club Leader//Midday Supervisor
Miss Nicola Kariolis	Learning Support Assistant (SEN)/General Kitchen Assistant
Mrs Polana Jenkins	Teaching Assistant
Mrs Sharon Bowen	Learning Support Assistant//Midday Supervisor
Mrs Catherine Lowry-Burke	Finance Officer
Mrs Sandra Cunningham	Office Manager
Mrs Diane Randall	School Secretary
Mr Charles Dance	Site Manager
Mrs Donna Phelan	Afterschool Club Play Leader/Midday Supervisor Assistant
Mrs Donna Wilkinson	Kitchen Manager/Afterschool Club Play Leader
Mrs Sukanya Milton	General Kitchen Assistant

## GOVERNORS LIST

Joanne Walsh

Wendy Bolivar

Kathryn Bennett

Father Julian Davies

Rhian Hanson

James Fitzgerald

Briony Heekin

Alice Satwick

Emma James

Alex Hanou

Executive Headteacher

Chair of Governors

Vice Chair Governor

Foundation Governor

Foundation Governor

Foundation Governor

Parent Governor

Parent Governor

Staff Governor

Safeguarding Governor



## THE SCHOOL DAY

BREAKFAST CLUB:	7.45am – 8.35am	(Daily)
MORNING SESSION:	8.45am Registration 9am - 12.00 noon Reception 9am - 12.15pm KS1 & KS2	
MORNING BREAK:	10.30am – 10.45am	
LUNCH BREAK:	12.00 noon - 1.15pm EYFS/ 12.15pm - 1.15pm KS1 12.15pm - 1.15pm KS2	
AFTERNOON SESSION:	1.15pm - 3.15pm	
AFTERSCHOOL CLUB:	3.15pm – 5.30pm	(Monday-Thursday)

The school's pedestrian gates - Holly Walk open at 8.35am.

There should be no football or riding your scooter in the playground before or after school.

**Dogs are not allowed on school premises.**

## **ATTENDANCE**

All children are required to attend school regularly. Regular attendance is considered to be 97% or above. School must be informed via the Studybugs App. if a child is going to be absent. **Get the Studybugs App. or Register now** <https://studybugs.com/about/parents>

If your child needs to leave the school premises before the end of the school day due to a medical appointment, details of the appointment must be emailed to the school office at [admin@stcross.herts.sch.uk](mailto:admin@stcross.herts.sch.uk) prior to the appointment.

It is an expectation that parents will arrange holidays to coincide with school holidays. School Term Dates are provided in advance to help you to plan early. Holidays taken in term time will not be authorised. Should you need to request leave of absence during term time please complete and return a Leave of Absence Form (copy available on our school website). Parents should also arrange for routine medical and dental appointments and for music or dance examinations etc. to take place outside of school hours.

Any absences that have not been explained are considered 'unauthorised' by the Local Authority, who collect and publish attendance data for each school. High levels of absence will attract the attention of the Local Authority Attendance Officer.

## **BEHAVIOUR**

We have a Behaviour Policy which outlines expected behaviour. The aims of this Policy are:-

- That each child should develop moral values and a code of behaviour based upon Christ's teaching and example. We believe that children should be treated fairly, consistently and with their individual needs accounted for, therefore being made to feel valued within the school.
- All staff are involved in rewarding positive, and modifying undesirable behaviour to foster an environment conducive to good behaviour and high expectations. Staff will clearly communicate to the pupil, behaviour that is acceptable and will continue to show respect to the individual.
- We are a caring community, whose values are built on mutual trust and respect for all. It aims to promote an environment where everyone feels happy, safe and secure.
- It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn.
- Encourage the close liaison of home and school to support positive behaviour.

## **BIKE/SCOOTER SHEDS**

Children's bicycles and scooters can be placed in the school bike shed or in the scooter mushrooms at the beginning of the school day. It is your responsibility to collect your bicycle/scooter at the end of the day and we cannot be held responsible if left on school grounds overnight.

## **BUDDIES**

When children start in Reception they are assigned a Buddy from Year 6. During the school year the children will have opportunity to take part in a range of activities with their Buddies.

## **CELEBRATION ASSEMBLY**

Each Friday at 9:00am the children participate in the Celebration Assembly. A child from each class is chosen to be entered in to the Gold Book to celebrate their best efforts from that week. This Assembly is also a chance for children to share certificates, medals or awards that they have received that week outside school. We celebrate school, sporting and academic achievements as well as birthdays. Parents are welcome at this assembly.

## **CHARGING AND REMISSIONS POLICY**

The Governing Body recognises the valuable contribution that a wide range of additional activities including swimming, trips and school journeys can make towards pupils' personal and social education.

The Governing Body asks that families make a voluntary contribution towards the cost of each activity. If insufficient contributions are received, then the activity may not go ahead.

## **COMMUNICATION**

Dates are notified in our weekly school Newsletter which is sent via our primary sites website email address, and is also available to view on the school website. It is important that we hold the correct contact numbers/email addresses, so please always ensure that the office is notified of any updates.

We use notifications@primarysite.net for our school emails and messages. We use **Studybugs** for reporting illness or medicals. Please ensure you download the app onto your phone.

Our Website is <https://www.stcross.herts.sch.uk>

Target Tracker and Teams are used in the Foundation Stage to communicate to parents and to share information about what your child is doing at school. Login details will be provided once your child has started school.

## **CONCERNS/COMPLAINTS**

A parent who has a concern or complaint about any aspect of the school should first talk with the class teacher who will be happy to discuss the matter. If you need further support, please make an appointment or email [admin@stcross.herts.sch.uk](mailto:admin@stcross.herts.sch.uk) for the attention of the Headteacher.

If a parent feels the issues raised have not been resolved, then there are procedures in place to make a formal complaint to the Governors of St Cross Catholic School. Details of the procedure can be obtained from the Office.

## **EXTENDED SCHOOL**

The Breakfast Club starts from 7.45am (Daily).

The After School Club runs from 3.15pm to 5.30pm (Monday to Thursday).

The clubs are run by staff with relevant experience during term time only. Breakfast and After School club sessions can be booked and paid for through the Arbor App. For further information regarding prices see our website.

## **FREE SCHOOL MEALS**

Should you feel that you may be eligible for free school meals, please make a quick and easy check online at [www.hertfordshire.gov.uk/freeschoolmeals](http://www.hertfordshire.gov.uk/freeschoolmeals)

## HOME/SCHOOL PARTNERSHIP

We believe education is firmly rooted in the partnerships between home and school. Communication between home and school is essential. It is vital that we have at least two people we can contact for every child in case of emergency.

On visiting the school, parents must report to the office in the first instance. If you wish to see a particular member of staff, please arrange a mutually convenient appointment through the office so that the matter can be properly discussed.

## HOMEWORK

The main focus of our Homework Policy is for the children to read at home every day.

Reception, Y1 and Y2: 10-15 minutes reading with an adult every day, 1-2 sessions of Mathseeds a week and revise weekly phonics. Y3, Y4 and Y5: 15-20 minutes reading every day, weekly set work from Atom Prime and Times Tables Rock Stars. Termly Topic projects are set.

Y6: 15-20 minutes reading every day, weekly set work from Atom Prime and Spelling, Grammar and Punctuation books.

Please see Homework Expectations on the school Website under the Parent Tab.

## JEWELLERY

Jewellery must not be worn, with the exception of plain stud earrings.

**Jewelled, looped or dangling earrings are not allowed.** Unsuitable earrings in pierced ears can result in torn ears when caught in clothing and can be dangerous during PE activities and in normal child play.

Children wearing studs will be required to remove them or cover them with hypoallergenic tape during P.E. lessons. They must be **removed** for all swimming activities. Children may wear a watch to school, but **no smart watches** are allowed.

## LUNCHES

All children in Reception and Key Stage 1 will be entitled to a school meal next term under the Government's Universal Infant Free School Meals Scheme. If, however you choose not to take advantage of this option and would like your child to have a packed lunch meal, please note the following: -

In-line with our promotion of healthier eating, I would like to emphasise the guidelines to parents regarding foods to be included/excluded in packed lunches, as well as regulations regarding snacks in school.

- to supplement sandwiches/rolls/savoury lunchtime foods, children are encouraged to include healthy options in their lunch boxes;
- a cake, biscuit, mini-biscuits or biscuit bars, eg. penguin bars are also permitted but only as part of their packed lunch;
- children should **not** bring actual sweets or chocolate bars to school;
- packed lunch containers should be leak-proof and unbreakable and clearly marked with your child's name and class;
- glass bottles, fizzy/hot drinks, Frube type yoghurts/Capri Sun pouches are not permitted.

Exceptions will obviously be made for children with particular medical needs, please let me know if this is the case.

### **NUTS**

***Please note that we cannot allow any nuts in school either as a snack, in peanut bars or peanut butter/nutella in sandwiches, due to the risk of anaphylaxis. Even the dust from peanuts can be fatal and it is imperative that parents adhere to this very important regulation.***

### **SNACKS**

We are currently participating in the Government's Fruit and Vegetable Scheme entitling every child age 4-6 to receive a free piece of fruit or vegetable each day. This reinforces our commitment to healthy eating and replaces morning snacks for all children in KS1. The scheme is voluntary and although there is no obligation for your child to take part, we believe this to have many benefits as well as being an enjoyable experience of fruit and vegetables.

Parents are reminded that if you do not wish your child to participate in the scheme, you must inform the school in writing. Children not participating in the scheme, including those in KS2, are requested to bring only fruit or vegetables into school for their morning snack. This may be dried fruit as well as fresh fruit, although we encourage parents to select items with no added sugar. Sugar coated fruit is not permitted.

### **MEDICAL CONDITIONS & MEDICINES**

If your child has a medical condition that school should be aware of/or requires medication to be held in school, eg. asthma, Epipen for allergies etc. please complete and return an Individual Healthcare Plan Form from the website <https://st-cross-catholic-primary-school.secure-primariesite.net/medical-forms/>. **Should your child have prescribed medication for an allergy/asthma etc. please ensure you order a supply in advance of starting school so we have a supply at the start of the term.**

**Asthma** - Older children (KS2) are expected to manage their own inhalers, which should always be in school. It is the responsibility of the parents/carers to ensure that the medication is in date.

**Adrenaline Pens** - Staff are trained in the use of the Adrenaline pens (Epipens/Jextpens/Emerades). It is the responsibility of parents/carers to ensure that adrenaline pens are provided and in date if they have been prescribed.

If your child is prescribed medication eg. Antibiotics, for a short-term condition that needs to be administered during the school day, a Parental Agreement to Administer Medication form needs to be completed and submitted with the medication prescribed <https://st-cross-catholic-primary-school.secure-primariesite.net/medical-forms/>

### **MILK - Coolmilk**

Milk is provided for children on a daily basis. Milk for the Nursery children is provided free of charge and at a reduced rate for KS1 and KS2 children. Please ensure that you register with Coolmilk at [www.coolmilk.com](http://www.coolmilk.com) by the end of August, if you would like your child to have milk when they commence in September.

## PARKING

The school car park is exclusively for the use of staff and visitors on official school business. Access to the school car park is restricted between 8.00am and 9.10am and between 3pm and 3.30pm. This is for the safety of parents and children accessing the school.

Parents must not use the school car park for dropping off or collecting children from school – only from Afterschool Club. Please park in the Broxbourne Recycling Area and walk to the school gate using the designated footpath.

I ask that you are considerate when you park and do not park across residents' driveways. Thank you.

## PAYMENTS - Arbor

This is the banking system used by St Cross for making school payments for trips, wraparound care, fund raising events etc. Parents will be able to create an account once their child is on-roll.

All payments should be made via **Arbor** as we run a cashless office and do not accept cash/card payments.

## PUNCTUALITY

Please remember that punctuality is important as it sets the tone for the day and it is a life skill we try to develop within our children. The children start work as soon as they enter the classroom, so if your child is late every day, even by just five minutes, they miss a significant amount of learning. It is also very disruptive for staff and other pupils when a child arrives late.

Similarly, we expect parents to collect children promptly at the end of the school day 3.15pm, as the school is not responsible for them after this time.

If you are going to be delayed at the end of the day, please telephone the school to let us know. This will help us to reassure your child that someone is coming. It is important that you keep us informed of your contact numbers for such occasions.

## SECURITY

The school regularly reviews its security practices. We have a secure entry system on our front gates and front entrance doors. We also have an electronic signing-in system.

All visitors must report to the school office to sign-in. They must also wear a distinctive lanyard whilst in the building. All staff have been asked to challenge any person in the building not wearing a school lanyard and the children have been told to report the presence of a stranger to a member of staff as a matter of urgency.

The school has a CCTV system in place which operates 24 hours a day.

## UNIFORM REQUIREMENTS

A named pair of trainers for the Daily Mile should be kept at school at all times.

All school uniform can be purchased from ORC Nazeing:

<https://orcprintwear.co.uk/shop/school-uniform/primary-school/st-cross-catholic-primary-school/>



### **Winter Girls**

Saxe blue Shirt  
Navy blue tunic (Reception/KS1), navy tights/navy socks  
Navy shorts/ trousers – not lycra or tight fitting  
Navy blue Skirt (KS2), navy tights/navy socks  
Saxe blue/navy striped tie (Reception only - elasticated)  
Sweatshirt/Cardigan  
Black shoes (no boots health and safety)  
Blazer (Optional)  
Winter Coat – Plain navy/black/grey

### **Winter Boys**

Grey trousers/plain-grey socks  
Saxe blue Shirt  
Saxe blue/navy striped tie (Reception only - elasticated)  
Sweatshirt/Cardigan  
Black shoes (no boots health and safety)  
Blazer (Optional)  
Winter Coat – Plain navy/black/grey

### **Summer Girls**

Saxe blue checked dress/white socks  
Sweatshirt/Cardigan  
Black shoes (no boots health and safety)  
Blazer (Optional)  
Winter Coat – Plain navy/black/grey

### **Summer Boys**

Grey shorts/ Grey trousers/plain grey socks  
Saxe blue Shirt  
Saxe blue/navy striped tie (Reception only - elasticated)  
Sweatshirt/Cardigan  
Black shoes (no boots health and safety)  
Blazer (Optional)  
Winter Coat – Plain navy/black/grey

### **P.E. Kit**

Navy Blue P.E. Polo Shirt  
Navy blue P.E. Shorts  
Black Plimsolls/Trainers

### **Key Stage Two**

Navy Netball Skort (Optional)  
Football boots (NO STUDS)

### **Additional Items**

School Water Bottle  
School Back Pack black or navy  
School Cap  
School Beanie Hat

### **Essential Swimming Kit**

You will be notified when your child is due to participate in swimming lessons.



Simple swimming costume or trunks (shorts are not acceptable)  
Swimming hat (girls and boys)  
A waterproof coat with a hood  
Goggles (optional)

**For safety reasons:**

All our children wear school uniform and we work with you to ensure all our children maintain a smart appearance. Our children are positively encouraged and rewarded for taking care of their possessions and for ensuring they have the correct equipment for each school activity, at the right time, on the right day.

**All uniform must be clearly named.**

We ask all children to tie their hair back when using school equipment. This is particularly important during games and PE.

Hair styles for both girls and boys should be simple and easily managed. Extremes of styles or colours are not permitted. The school requests that the children do not have their hair coloured or shaved in elaborate styles. If hair is able to be tied up, then it should be at all times. Hair ornaments should be plain and simple. Fancy combs, slides, bobbles and clips and fashion braids can be dangerous, distract children from their learning and should not be worn. Beading in plaited hair is not appropriate as it can cause injury to the wearer and other children. We do not permit hair gel.

We do not permit the children to wear makeup or nail polish to school. If worn, the children will be asked to remove it.

We do not permit the children to wear aftershave or perfume.

By working together, we can encourage all our children to develop the vital independent learning skills of: -

- a. taking appropriate care of their appearance;
- b. looking after their own possessions;
- c. ensuring, they have the correct equipment for each school activity, at the right time on the right day!

**WEBSITE**

<https://www.stcross.herts.sch.uk/>

Please look at our school website for information.

Class pages are updated by teachers each term with information on the children's learning - Signposts.

Our Policies, Newsletters, Term Dates, Admissions Information, Sports Reports and much more are all available online.