



St Cuthbert's Primary School

Guidance for Parents

Dear Parents

We know how difficult it can be to know all the school systems and support that is available and hope you find the reference list below useful:

<p>Our School</p>	<p>Vision Statement: 'Help one another, this is what we do with all our hearts'.</p> <p>Welcome to St Cuthbert's. Children do not have to be Catholic to attend our school – we are a fully-inclusive community school.</p> <p>We have 66 children on roll from Nursery through to Year 6. Current class sizes range from 4 to 20 pupils with an average class size of 14 pupils across the school.</p>
<p>Our website</p>	<p>Many of your questions can be answered by visiting our website.</p> <p>Our School website is: www.st-cuthberts-windermere.cumbria.sch.uk</p> <p>There is a lot of information available on our website including terms dates, latest news, events, activities and policy information.</p>
<p>School Newsletter</p>	<p>A paper copy is sent home with children every Friday but is also available on the front page of the school website, the Information Tree in the school playground and the main entrance door</p> <p>The Friday Newsletter includes information on what the children have been focusing on in school over the past week, important and informative notices, attendance, details of clubs and activities and a diary of forthcoming events.</p>
<p>School Calendar</p>	<p>Can be found on the front page of the school website. This calendar is 'live' and frequently updated including school events and activities as well as term dates and school holidays</p>
<p>School Holidays</p>	<p>A list of term dates and holidays/INSET days for the academic year are available on the school website.</p> <p>If you would like a paper copy, please ask Mrs Stephens in the school office.</p>
<p>Holidays During Term-Time</p>	<p>Under Department for Education (DfE) regulations, schools and Headteachers are not allowed to authorise holidays during school term time.</p> <p>It is expected nationally that all children achieve an attendance greater than 95%. (We recognise that this is sometimes not possible for some</p>

	<p>children and families who may need additional levels of support or need).</p> <p>Headteachers can only authorise time off in exceptional circumstances: religious observations; travel to see sick family; medical reasons etc.</p> <p>Applications for leave must be made in writing stating reasons why leave is required. Please respect the difficult position the Headteacher can be in when faced with requests for leave that cannot be authorised.</p>
School Uniform	<p>Can be ordered from Coniston Corporate from the front page of the school website. Delivery is free locally or can be collected from school</p> <p>If your child receives the Pupil Premium they may be eligible for a voucher towards the cost of uniform purchases. For more information please speak to the Business Manager or Headteacher. Alternatively, please go to www.cumbria.gov.uk and search for 'Pupil Premium'</p> <p><i>PLEASE ensure all uniform and PE kit is named to prevent loss and upset to children.</i></p>
Milk	<p>Children aged under 5 are eligible to receive free school milk.</p> <p>Any child can have milk in school at a cost of approximately £15 per term.</p> <p>For more information please go to www.coolmilk.com or speak to Mrs Stephens in the school office.</p>
School Meals	<p>All children having a school meal need a 'Lunch Shop' online account to book school meals: www.lunchshop.co.uk</p> <p>Children in Reception, Year 1 and Year 2 are entitled to a free lunch, under the governments' Universal Free School Meals (UFSM) scheme. <u>You still need to book the lunch using your Lunch Shop account.</u></p> <p>If your child receives the Pupil Premium, they are eligible for free school meals. For more information please go to www.cumbria.gov.uk and search for 'Pupil Premium'.</p> <p>All children in Nursery and Years 3,4,5 & 6 can have school lunches and these can be paid for and ordered with an online 'Lunch Shop' account. Meals cost £2.50 per day.</p> <p>Lunch Shop menus are available 3 to 8 weeks in advance and we will send you reminders when new menus are uploaded and at the beginning/end of each half-term/term.</p> <p>PLEASE ensure you book your meals by 9.30am on the day to avoid a child going without a lunch. If you do not book a meal, we may have to call you to bring some lunch in for your child.</p>
Pupil Premium	<p>Parents of children in Reception to Year 6 on lower incomes, who meet certain criteria, may be eligible for financial support from the government. This support includes free school meals and a uniform allowance.</p>

	<p>Please go to www.cumbria.gov.uk and search 'Pupil Premium' for more information or ask at the school office. We encourage you do this as it brings a small but additional income to the school to support your child.</p>
Early Years Pupil Premium (EYPP)	<p>Financial support is available for parents of 3 and 4 year-old nursery children (who are not eligible for the Pupil Premium) on lower incomes who meet certain criteria. Forms are available from the School Office and further information is available by visiting www.cumbria.gov.uk and search for 'EYPP'.</p> <p>We encourage you do this as it brings a small but additional income to the school to support your child.</p>
30 hours Funding for Nursery Children	<p>Parents of 3 and 4 year olds jointly earning less than £100,000 per annum can apply for 15 hours of free child care from the government – in addition to the 15 hours already provided.</p> <p>This scheme was introduced in September 2017. Her Majesty's Revenue and Customs (HMRC) should contact you directly if you have an eligible child.</p> <p>In order to qualify parent's must apply/re-apply on a termly basis and meet strict deadlines enforced by HMRC – you need to re-apply before your previous code expires.</p> <p>Before your child starts Nursery we will send you information on how to apply and will then issue reminders each term.</p> <p>For more information please go to: www.childcarechoices.gov.uk</p>
Wrap-around Care	<p>Breakfast and After-school Clubs are available daily with 24-hours notice (to ensure staffing is available).</p> <p>Breakfast Club costs £2 per child per day and is open from 8am</p> <p>After-school Club costs £4 per child per day and runs until 5.15pm</p> <p>All payments are due in advance.</p>
School Trips and off-site Activities	<p>Throughout the school year we organise a range of trips and activities for the children to enrich the curriculum and widen their horizons. Some are free of charge and we ask for a voluntary contribution towards the cost of others, where there is a financial cost to school.</p> <p>Where there is a charge, schools cannot insist on payment, but if we do not get enough contributions this can mean that the trip may need to be cancelled, which is disappointing for the children. We hope you understand and value your support.</p> <p>If your child receives the pupil premium we may be able to help with the cost of some trips. Please come and speak to staff if you feel you have difficulties meeting the cost of school activities.</p> <p>Your child will need parental permission to participate in trips and activities. Please make sure you have completed an off-site activities form and that you return permission slips and payment promptly.</p>

Permissions	<p>During your child's time at school we need you to complete some forms to give/decline permission including:</p> <ul style="list-style-type: none"> • Image use – photographs or videos featuring your child • Off-site activities
Clubs	<p>During the school year we offer a number of after-school clubs and aim to provide a variety of themes suitable for different age groups. Some are free and some are charged on a half-termly basis.</p> <p>These clubs will usually run until 4.15-4.30pm and you will be asked to sign up and pay in advance for the half-term.</p>
Music Lessons	<p>Ukulele lessons are available with Mr Wright on Tuesdays during school hours. These are group lessons charged at £5 per lesson.</p> <p>Payment is due in advance on a half-termly basis and a full half-terms notice is required to stop lessons.</p> <p>Please ask Mrs Stephens in the school office for more information.</p>
Supporting Learning at Home	<p>Children in KS1 and KS2 have a reading record book. Please read regularly with your child and sign the reading record book (we cannot stress enough how important reading is for your child).</p> <p>All children have a website account for spelling and/or maths. Please allow them to use these resources at home to support their learning.</p>
Medication	<p>If your child needs to be given medication during school hours please speak to your child's class teacher.</p> <p>Forms authorising staff to administer medication/pupil self-administration are available from the school office – but must be agreed with classroom staff first.</p> <p>Arrangements are approved on an individual basis and you may be asked to come to school to administer your child's medication.</p>
Contact Information	<p>If you move house or change telephone numbers please let Mrs Stephens in the school office know as soon as possible, or send a note into school, so that we can keep our records up-to-date.</p> <p>It is usual to provide 3-4 contact names and numbers so that we can get in touch with a responsible named adult if you are not available.</p> <p>Parents and carers are responsible for ensuring any changes to addresses or telephone numbers are communicated to the school.</p> <p>It is vitally important that we have complete and up-to-date contact details so that we can call you in the event of an emergency.</p>
Parents and Friends Association (PFA)	<p>Our fantastic PFA supports our school by arranging a variety of activities and events throughout the school year such as discos, Christmas Fair and fundraising for school.</p> <p>If you are interested in getting involved with the PFA please speak to a member of the PFA. Please ask staff if you need to know who they are.</p>

St Cuthbert's Catholic Primary School
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Windermere
Cumbria
LA23 2DD

Telephone: **015394 48125**

Email: admin@st-cuthberts-windermere.cumbria.sch.uk

Website: www.st-cuthberts-windermere.cumbria.sch.uk

 Twitter: [@cuthberts_st](https://twitter.com/cuthberts_st)

Our Staff - A dedicated and friendly team who will always put your children first.

If you have any questions or concerns, please speak to your child's class teacher in the first instance.

Class	Name	Role
Class 4	Mr Peter Harrison	Headteacher & Class Teacher
	Mrs Lucy Bone	Class Teacher
Class 3 & Class 4	Mrs Jude Goldie	Higher Level & Senior Teaching Assistant (HLTA & STA)
Class 3	Mrs Gabrielle Murray	Class Teacher
Class 2	Mrs Caroline Tetchner	Class Teacher
Class 1 & Class 2	Mrs Clare Bell	Senior Teaching Assistant
Class 1	Mrs Nicola Hartley	Class Teacher
	Mrs Margaret Atkinson-Jawara	Teaching Assistant
Whole School	Mrs Jennifer Pearson	Teaching Assistant & Lunchtime Support
	Mrs Clare Stephens	School Business Manager & Clerk to the Governors
	Mrs Agnieszka Kuzik	Midday Supervisor

Our Governors – A committed group of volunteers seeking to maintain and improve standards and procedures.

Name	Role	Category
Mr Brendan Drury	Chair	Foundation
Father Kevan Dorgan	Vice-Chair	Foundation
Mr Peter Harrison	Headteacher	Ex-Officio
Mr Paul Revell		Foundation
Mrs Gabrielle Murray		Staff
Mrs Anne Corin		Local Authority
Mrs Giovanna Gagliazzo		Parent
Mrs Janet Hutton		Foundation

We hope you find this information useful.

Please keep a copy of this somewhere safe for future reference.