

 

**Welcome Pack 2023-2024**



**Welcome from the Head Teacher**

Welcome to St Edward’s. We provide a caring, nurturing, inspiring environment and we have high ambitions for all our children. We are a growth mind-set school and we believe that children thrive on challenges,

***‘I can do all things through Christ who strengthens me’***

St Edward’s Catholic Junior School is a vibrant, thriving, place to be. We are a two form entry Catholic junior school with 256 children on roll, ages 7 to 11. We aim to develop children in spirit, mind and body, to be the best that they can be. We strive to develop every child’s talents and abilities by providing a wide range of academic opportunities. Extra-curricular activities are being redeveloped, post-COVID.

The success of the school reflects the dedicated work of everyone connected with the school, celebrating the combined efforts of children, staff, parents and governors, as well as the local parish communities.

This pack contains useful information and some forms for you to complete and return to the school by **Friday, 7th July 2023,** to ensure smooth transition of your child to St Edward’s School.

**Safeguarding**

At St Edward’s School the safety and wellbeing of every child is very important to us. Our school follows Safeguarding procedures as laid down by the Buckinghamshire Safeguarding Children Board and St Thomas Catholic Academies Trust. We have a Designated Safeguarding Lead (Mrs S Harris) who has overall responsibility and Deputy Safeguarding Leads (Mrs J Heritage and Mrs C Halewood) who have responsibility in her absence. Our Chair of Governors, Mrs Elaine Sidhu, is the Governor with Safeguarding responsibility. Should you have any queries please ask.

Mrs Harris, Mrs Heritage and Mrs Halewood can be contacted through the school office.

Mrs Sidhu can be contacted at chairofgovernors@stedwards.bucks.sch.uk

**Home-School Agreement**

Please read and sign the Home-School Agreement with your child.

It is a requirement for schools to ask parents and children to sign this and it is also an opportunity for us all to show that we are serious about the education of your child.

**Medical Information**

If your child has a medical condition that school should know about, please complete FORM 2, available from the office. FORM 1 should be used if your child needs medication in school.

**Communication**

Please check the website for important information through the year. Once you have been registered on our school system you will receive an activation email from ParentMail. Please download and register this. All school communication will come through this portal.

You will have the opportunity to meet with your child’s class teacher at the ‘Meet the Teacher’ evening and at Parents’ Evenings which take place in October and February. These may be on line consultations, rather than face to face.

**Hot lunches**

Alliance in Partnership (AIP) provide our hot lunches at school. Should you wish for your child to have a hot lunch you will need to register and make payment via ParentPay. If you are new to school you will receive an activation code for ParentPay. All bookings need to be made and paid for in advance.

**Local Visits**

Please sign the Local Visits letter contained in this pack. We visit the local churches and schools from time to time and you will be informed of when these visits will take place. We very much appreciate parent helpers walking with us to church.

**After School Activities**

We aim to run after school clubs and activities from 3.15pm to 4.15pm throughout the week. You will receive information about clubs via ParentMail once the term has started and places are allocated on a first come first served basis.

**Breakfast and After School Club**

The Breakfast Club runs from 7.45am to 8.40am at £5.00 per session and the Afterschool Club runs from 3.15pm to 6.00pm at £11.00 per session.

Please see pages 7 & 8 for uniform information and page for social media guidance.

I look forward to meeting you in September and I hope your child has a happy and successful time at St Edward’s.

Yours sincerely



Mrs S Harris

**Welcome from the Chair of Governors**

On behalf of the governing body I would like to welcome you to the St Edward’s Catholic Junior School Community.

The governors of St Edward’s are enthusiastic and committed. We are dedicated to school improvement, and work closely with the school to improve outcomes for all pupils. We are uncompromising in our ambition for the school.

Governors are trained volunteers. The majority of our governors are foundation governors appointed by the Bishop of Northampton. The rest of the governing body is made up of representatives of elected parents and staff. This helps ensure the governing body has sufficient experience and diversity of views and skills.

The role of the Governing Body is key to the effectiveness of the school and operates at a strategic level.  Its key functions are to:

* Ensuring clarity of vision, ethos and strategic direction
* Holding the Head Teacher to account for the educational performance of the school and its pupils
* Overseeing the financial performance of the school and making sure it is money well spent

Governors are particularly interested to hear the views of all our stakeholders. We would particularly like to thank all the parents and carers for their continued support of our school. We would also like to thank all the staff for their hard work and dedication. We also recognise the valuable support of the Friends of St Edwards who contribute to the school in many ways.

**Elaine Sidhu**

Chair of Governors

Email: chairofgovernors@stedwards.bucks.sch.uk

**Our Vision**

At St Edward’s we aim to provide a caring and nurturing environment which allows us to inspire each other to excellence in the light of Christ.

We believe that pupils thrive on challenge. We have high ambitions for all our pupils.

Our school provides a learning environment to promote the skills of risk-taking, resilience and reflection. We develop self-esteem through achievement and the development of our God -given talents.

Within our learning environment, we encourage independence and the development of the skills for life-long learning. We encourage pupils to take responsibility for their own learning and to support the learning of others.

Our pupils will emerge as thoughtful citizens, respectful of the needs and rights of others and well prepared for the future in a rapidly changing world.

**Useful Information**

**The School Day**

08.40am Doors Open

08.50am Second Bell / Start of School Day / Registration

09.00am- 09.15am Collective Worship

09.15am- 10.50am Session 1

10.50am- 11.05am Break

11.05am- 12.15pm Session 2

12.15pm- 13.15pm Lunch Break

13.15pm- 15.15pm Session 3

15.15pm End of the School Day

**Term Dates 2023/24**

|  |  |  |
| --- | --- | --- |
|  | Open the morning of: | Closed at the end of the afternoon on: |
|  |  |  |
| Advent Term 2023 | Tuesday 5th September at 08:45 | Friday 20th October at 15:15 |
|  | Monday 6th November at 08:45 | Wednesday 20th December at 15:15 |
|  |  |  |
| Lent Term 2024 | Wednesday 3rd January at 08:45 | Friday 9th February at 15:15 |
|  | Monday 19th February 08:45 | Thursday 28th March 15:15 |
|  |  |  |
| Pentecost Term 2024 | Monday 15th April 08:45 | Friday 24th May at 15:15 |
|  | Monday 3rd June at 08:45 | Tuesday 23rd July at 15:15 |

**INSET days are:**

Friday 1st September 2023

Monday 4th September 2023

Wednesday 1st November 2023

Thursday 2nd November 2023

Friday 3rd November 2023

Transition days:

**Tuesday 2nd July**

**Wednesday 3rd July**

***We aim to make our uniform as affordable as possible, while still maintaining a high standard of appearance and a sense of belonging***

**Standard school uniform**

|  |
| --- |
| **All children** |
| White polo shirt with school badge (or plain white polo shirt) |
| Black school trousers or black school skirt/pinafore (approximately knee length) |
| Black **ankle or knee length socks**, or black tights (not trainer socks) |
| Navy sweatshirt or sweat cardigan with school badge (available from The Print Lab) |
| **Flat black waterproof trainers with black soles** (no logos - no boots, wedges or strapless sandals) |

If children are travelling to school in boots or other footwear these will need to be changed on arrival at school.

From the Easter holidays to October half term pupils may wear black school shorts, with black or white socks. Alternatively, a blue and white school summer dress may be worn, also with black or white socks.

**PE Kit**

The kit consists of a **sky blue t-shirt** (t-shirts with a logo are available from The Print Lab) and black shorts or black tracksuit bottoms/leggings, together with the option of buying a school PE Kit bag with our school logo. A **plain white polo shirt** is also acceptable. The school sweatshirt may be worn over PE kit in winter. Children may wish to keep plimsolls and spare socks in school in case trainers get wet.

**Hair**

Long hair should be tied back at all times using plain hair bands, slides or ribbons, in black, white or school colours.

**JEWELLERY**

Pupils may not wear jewellery in school. Items of jewellery including watches and earrings constitute a hazard on the playground, in the PE Hall and a distraction in classrooms.

Children with pierced ears may wear **small plain silver or gold studs** at parents’ own risk. These should be removed for PE/swimming. If tape is required, it will need to be provided by the parent.

No nail varnish or make-up is permitted.

**Uniform supplier**

All items of uniform can be purchased from

The Print Lab Aylesbury

Unit 1 Goodchild Parkway, Sir Henry Lee Crescent Aylesbury, HP18 0PE

[www.the-print-lab.co.uk](http://www.the-print-lab.co.uk/)

Non badged/branded items are widely available from other retailers.

Whilst every care is taken to ensure that children do not lose any items of clothing etc, the school cannot accept responsibility for any losses.

**ALL ITEMS OF CLOTHING SHOULD BE CLEARLY MARKED WITH YOUR CHILD’S NAME SO THAT LOST/MISPLACED ITEMS CAN BE RETURNED TO THE OWNER.**

The children should wear a sun hat and/or sun screen when appropriate.

**ParentMail**

All school communications are sent via ParentMail. Once your email address has been added to the school system you will receive a registration email from ParentMail to activate your account. You can then download the ParentMail App. Please register your account as soon as you receive your invitation to ensure that you do not miss any important messages.

All payments to school are made via ParentMail.

We will be sending out Data Collections Forms early in September 2023; please check the information and ensure we have your correct postal address, email address for mum and dad and up to date telephone land line and mobile numbers. Please ensure you provide at least two contacts for your child in case of an emergency.

Please do not hesitate to contact the school office if you have any queries or questions.

Attendance Policy

The aim of the school is to provide a high quality education where children achieve their very best. Regular attendance and punctuality are crucial to a child’s academic and social progress.

Frequent absences, as well as long blocks of absence, disadvantage children because continuity and progression are interrupted. It is worth noting that a child’s absence can have disruptive implications for the education of the rest of the class, too. We expect children to arrive at school in good time for the morning session, to allow them to communicate with their peers and develop and practise their social skills before formal work begins.

St Edward’s Catholic Junior School will encourage good attendance and will investigate all absenteeism. We will work closely with parents should attendance give cause for concern.

School Times

The playground gate opens at 08:40. Children remain their parents’ responsibility until this time. Children are expected to arrive at school before the bell is rung at 8.50am when they are registered.

**We ask parents to:**

* Ensure the child is brought in and collected from school at the appropriate time.
* Provide the reason for any absence by telephone in the first instance and in writing on return to school.
* Parents are expected to keep in daily contact with the school for the duration of any absence except by prior arrangement, for example when medical evidence has been provided.
* Provide evidence of medical appointments other than emergencies prior to absence.
* Seek the permission of governors for planned absences through the application process.
* Notify the school if exceptional circumstances prevent a return on the planned date.
* Complete the ‘Application for Leave of Absence’ form for the attention of the Chair of Governors, as soon as possible before the proposed period of absence.
* Understand that long term leave of absence can only be taken in extenuating circumstances. The school cannot hold a place for a child beyond that time without regular contact with parents.

**School will:**

* Work with parents to ensure the child is brought to and collected from school at the appropriate time.
* Keep an accurate register of attendance as required by law and to provide an overview of attendance for each child.
* Support children with frequent short term absences and significant long term medical absences through a medical plan.
* Provide support to the child in managing an exceptional leave of absence.
* May request a meeting with parents requesting absence.
* Seek advice from other agencies in the case of persistent absence.
* Maintain a clear positive Attendance Policy which profiles holiday and extended leave issues.
* Communicate the policy regularly to parents; pupils and the community.
* Operate within legislation and LA guidance.
* Refer to other agencies in cases of unauthorised absence which fall within the criteria for referral.

**Leave of absence requests**

Governors will consider leave of absence in exceptional circumstances only. Requests for exceptional leave of absence must be addressed to the Governors of St Edward’s Catholic Junior School via the school office. Any request will be unauthorised unless one or more of the below exceptional circumstances exist.

* + Pupil’s sickness
	+ Pupil’s unavoidable medical/dental appointments
	+ days of religious observance
	+ exceptional family circumstances such as bereavement.

Please note Absence from school will not be authorised for: shopping; birthdays; holiday; the needs or convenience of other family members

**Procedures for requesting exceptional leave of absence**

* Complete the ‘Exceptional Leave of Absence’ form and return it to the school office. This can be requested from the school office
* Please return the form as soon as possible before the absence.
* You may be contacted to discuss the absence request further with the head teacher.
* You will be notified of the governors’ decision.

**Behaviour and Discipline Policy**

At St Edward’s, we provide a caring learning environment where high standards of behaviour are expected and encouraged. As adults we will provide a model of positive, friendly and respectful behaviour towards each other and towards children, reflecting the Gospel values at the heart of our school. “Never have any grudges against others or lose your temper, or raise your voice to anyone, or call each other names or allow any sort of spitefulness. Be friends with one another and kind and forgiving as readily as God forgave you in Christ.” Ephesians 4: 31-32

 **Aims of this policy**

To define acceptable standards of behaviour

To recognise the importance of both home and school in encouraging high standards of behaviour

To encourage a consistent response to both positive and negative behaviour, and to ensure that expectations and strategies are widely known and understood

To suggest ways in which we promote self-esteem, self-discipline and positive relationships

To allow situations to be resolved quickly whenever possible

To emphasise the importance of learning in the classroom and to refuse to allow the learning of any pupil to be disrupted by the poor behaviour of another

To follow the Gospels by making forgiveness a meaningful experience of healing and reconciliation

**What is good behaviour?**

We have clear rules, expectations and boundaries, to which we expect all children to adhere. We call them Golden Rules, and they mirror our gospel values. These rules and boundaries support the rights of children to be able to learn in an environment where individuals can expect to be treated with respect and dignity.

The whole school lives under the same umbrella of agreed and commonly held values. Anybody, child or adult, in the school can invoke the rules. Everybody, child or adult, knows they must abide by these rules. There are only six rules, the same six for everyone. They are clear and unequivocal. At St Edward’s, the Golden Rules help us to work together for excellence.

**Do be gentle** *Do not be rough or hurt others*

**Do be kind and helpful** *Do not hurt other people’s feelings*

**Do listen and show respect** *Do not interrupt or be rude*

**Do work hard** *Do not waste yours or others’ time*

**Do look after property** *Do not waste or damage things*

 **Do be honest** *Do not cover up the truth*

**REWARDS AND SANCTIONS**

Our priority is to praise and encourage good work and behaviour in school. Work may be rewarded with merits and any children with exceptional pieces of work in terms of effort, progress or content could be referred to the Head Teacher/Deputy Head Teacher for affirmation and further merits. Merits are to be used in a similar manner for acts of kindness, thoughtfulness or other examples of children showing care and concern for others. Similarly, these and other such occasions may be praised and shared with others in class or during school assemblies.

Awards are presented in recognition of positive aspects of school life:

1. Class behaviour boards are used to encourage positive behaviour
2. Certificates of the week are presented at assembly for work or achievement that week
3. The accumulation of merits by a child can lead to the presentation of a bronze, silver, gold or platinum certificate during a whole school assembly.
4. There is an on-going Head Teacher’s award for a whole class whose good behaviour and positive attitude has been noticed.
5. Teachers may also put into place their own class systems for rewarding effort and good behaviour.

We expect that the behaviour of most pupils most of the time will be managed in this way.

Class Teachers will deal with most behaviour or discipline problems relating to children in their care. Children, who are persistently disruptive in class and fail to respond to the teacher, may be sent to work with another member of staff. Some more serious incidents may also result in other sanctions such as being sent to another class for the following session.

Pupils who continue or repeat poor behaviour will be given a Time Out and a copy will be sent home to parents. If a pupil get three or more Time Outs in a half term, then they will be referred to the deputy head teacher and put on a Behaviour Card.

 Unacceptable behaviour will be reported to parents via a telephone call from the appropriate member of staff.

Any disciplinary procedures taken as sanctions following an incident, should be consistent with the school’s Mission Statement and this policy.

**Homework Policy**

Rational

We believe that the setting of homework will contribute to and extend pupils’ learning. In this way, homework is set according to each child’s ability, with clear objectives for both parents and pupils and with a definite time scale. Parents are encouraged to be involved with the task set and to make it a positive experience for the child.

Aims

We give homework to pupils in order to:

* reinforce and extend work taking place in school, particularly in English and mathematics
* encourage children to carry out research and become more independent and organized in their learning
* involve parents/carers more fully in their child’s learning
* contribute to an effective relationship between the school and parents/carers.

Intended Outcomes

* To reinforce work taking place in school.
* To increase the literacy and numeracy skills of each child.
* To increase each child’s independence and responsibility for his/her learning.
* To increase home/school relations.

Homework Through The School

We have considered very carefully the amount of homework suitable for the age of the children at our school. We have also taken into account the fact that many children lead busy lives outside of school and that this is an essential part of their growing up. All children will be given the same type of homework which the teachers will differentiate according to age and ability.

1 piece of written, research or other work when appropriate

1 piece of mathematics per week (usually on MyMaths)

Learn spellings each week

Reading 20 minutes every day (minimum 5 times per week; to an adult 3 times a week)

Practise Times Tables

The staff at St Edward’s are very grateful for the support given by parents in this matter.

# Home-School Agreement

# The school will:

* Provide its pupils with a Catholic Education in accordance with its Vision Statement and as detailed in the prospectus.
* Ensure that children experience a broad and balanced curriculum.
* Set high standards for work and behaviour in order that each child may attain his/her potential.
* Inform parents of their child’s progress through Consultation evenings and annual written reports.
* Advise parents of any concerns the school may have as regards their child’s social development or academic progress.
* Keep parents informed about general school matters through newsletters, special notices and the website.
* Provide an environment in which children can feel safe, secure, valued and respected.
* Ensure the Child Protection Policy is made available to parents either through the office or school website.

Name: Mrs S Harris, Head Teacher Signature: ………………………………………….

**As Parents/Carers we/I will:**

* Support the school’s Catholic vision and aims and encourage my child’s active participation in the religious life of the school and in daily prayer.
* Support my child’s learning in English and Maths by encouraging daily reading and learning of number facts.
* Ensure that my child is absent only when absolutely necessary and arrives punctually before 8.50am.
* Notify the school promptly of the reason for any absence.
* Inform the school about any concerns or problems which might affect my child’s work or behaviour and support the school in maintaining high standards of work and behaviour.
* Ensure that my child wears the school uniform and PE kit as detailed in the prospectus.
* Attend Consultation evenings and other meetings that may be held to discuss my child’s progress.
* Support the schools’ efforts to provide an environment in which children feel safe, secure, valued and respected.

Name: …………………………………………. Signature: ……………………………………………

**I, the pupil, will:**

* Respect the mission statement of the school and participate in school Masses and acts of worship to my full potential.
* Respect my peers, teachers and all those who I meet in school.
* Show understanding, kindness and forgiveness to those who need it.
* Do my best and use the talents given to me, showing discipline and resilience.
* Be a good citizen in my community and help my neighbours whenever I can.
* Wear my school uniform and be tidy in appearance.
* Bring my PE kit and all the equipment I need every day.
* Represent the school with pride at all times.

Name: …………………………………………. Signature: ……………………………………………

**The use of social networking and on-line media**

This school asks its whole community to promote the 3 commons approach to online behaviour:

* **Common courtesy**
* **Common decency**
* **Common sense**

***How do we show common courtesy online?***

* We ask someone’s permission before uploading photographs, videos or any other information about them online.
* We do not write or upload **‘off-hand’, hurtful, rude or derogatory comments and materials.** To do so is disrespectful and may upset, distress, bully or harass.

***How do we show common decency online?***

* We do not post comments that can be considered as being **intimidating, racist, sexist, homophobic or defamatory. This is cyber-bullying** and may be harassment or libel.
* When such comments exist online, we do not forward such emails, tweets, videos, etc. By creating or forwarding such materials we are all liable under the law.

***How do we show common sense online?***

* We think before we click.
* We think before we upload comments, photographs and videos.
* We think before we download or forward any materials.
* We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings.
* We make sure we understand changes in use of any web sites we use.
* We block harassing communications and report any abuse.

Any actions online that impact on the school and can potentially lower the school’s (or someone in the school) reputation in some way or are deemed as being inappropriate will be responded to.

In the event that any member of staff, student or parent/carer is found to be posting libellous or inflammatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site.

*(All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this.)*

In serious cases we will also consider legal options to deal with any such misuse.

The whole school community is reminded of the CEOP report abuse process:

[**https://www.thinkuknow.co.uk/parents/browser-safety/**](https://www.thinkuknow.co.uk/parents/browser-safety/)

**Primary Pupil Acceptable Use Agreement / E-safety Rules**

**RESPONSIBILITIES**

* I will be responsible for my behaviour when using ICT.
* I will only use ICT in school for school purposes.
* I will only open/delete my own files.
* I will not take a camera on any school trips or residentials.
* I will not deliberately look for, save or send anything that could be unpleasant or nasty.
* I will follow the SMART rules

**S – SAFE**

* I will not tell other people my passwords or ask other people for theirs.
* I will not give out my own details such as my name, phone number or home address.
* I will not upload photos or videos of anyone at school to the internet.

**M – MESSAGING AND MEETING**

* I will only use my own school e-mail address when e-mailing.
* I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
* I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.

**A – ACCEPTING**

* I will only open e-mail attachments from people I know, or who my teacher has approved.
* I will not talk to people I do not know when using the internet

**R- RELIABLE**

* I will think carefully about the information on the internet

**T – TELL**

* If I accidentally find anything that is unpleasant or nasty I will tell my teacher immediately.
* If I receive anything that makes me feel uncomfortable I will tell my teacher or an adult I trust immediately

**MONITORING**

* I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my E-safety.
* I understand that if break **any** of the rules in this Agreement, my parents will be informed and I will be banned from using the internet at school.

Pupil Name……………………………………………………………………………………

Class …………………………………………………………………………………………

Signature …………………………………………… Date ………………………………..

**Parents/Carers Agreement**

**Internet and ICT:** As the parent or legal guardian of the pupil(s) named below, I grant permission for the school to give my daughter/son access to:

* The Internet at school
* The school’s chosen e-mail system
* The school’s online managed learning environment
* ICT facilities and equipment at the school

I accept that ultimately the school cannot be held responsible for the nature and content of the materials accessed through the Internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.

I understand that the school can, if necessary, check my child’s computer files and the Internet sites they visit at school, and if there are concerns about my child’s E-safety or e-behaviour they will contact me.

**Use of digital images, photography and video:** I understand the school has a clear policy on “The use of digital images and video” and I support this.

I understand that the school will use photographs or videos of my child to support learning activities.

I accept that the school may use photographs/videos that include my child in publicity that reasonably promotes the work of the school, and for no other purpose.

I will not share photographs of other children (or staff) at school events without permission.

**Social networking and media sites:** I understand that the school has a clear protocol for “The use of social networking and on-line media” sites and I support this.

I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.

I will support the school by promoting safe use of the Internet and digital technology at home. I will inform the school if I have any concerns.

My Child’s Name …………………………………………………………………………

Parent/Carer Signature……………………………………………………………………….

Class …………………………………………… Date ……………………………….

If you have any queries or concerns, please contact the school office or your child’s class teacher.

This form is valid for five years from the date you sign it, or for the period in which your child attends this school.

**Code of Conduct for Parents & Visitors**

At St Edward’s Junior School we are very fortunate to have a supportive and friendly parent body. Our parents recognise that educating children is a process that involves partnership between parents, class teachers and the school community. As a partnership our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of our school.

The purpose of this policy is to provide a reminder to all parents, carers and visitors to our school about the expected conduct. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

**Guidance**

As well as following the guidance set out in our Home-School Agreement, we expect parents, carers and visitors to:

* Respect the Catholic ethos of our school.
* Understand that both teachers and parents need to work together for the benefit of their children.
* Demonstrate that **all**members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour.
* Seek to clarify a child’s version of events with the school’s view in order to bring about a peaceful solution to any issue.
* Correct their own child’s behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
* Approach the school to help you resolve any issues of concern.
* Avoid using staff as threats to admonish children’s behaviour.

In order to support a peaceful and safe school environment the school cannot tolerate parents, carers and visitors exhibiting the following:

* Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee’s office, office area or any other area of the school grounds.
* Using loud/or offensive language, swearing, cursing, using profane language or displaying temper.
* Threatening to do actual bodily harm to a member of school staff, visitor, fellow parent/carer or student regardless of whether or not the behaviour constitutes a criminal offence.
* Damaging or destroying school property.
* Abusive or threatening e-mails or text/voicemail/phone messages or other written communication.
* Defamation of the school’s or staff character, on Facebook or other social sites.
* The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.
* Approaching someone else’s child in order to question or chastise them because of their actions towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
* Smoking and consumption of alcohol or other drugs.
* Cycling on school premises.
* Dogs being brought on to school premises.

**Department for Education Guidance**

Sometimes aggressive or abusive behaviour from a parent can present a risk to staff and children. School premises are private property and parents will generally have permission from the school to be on school premises. However, in cases of abuse or threats to staff, pupils or other parents, schools may ban parents from entering the school.

It is also an offence under section 547 of the Education Act 1997 for any person (including a parent) to cause a nuisance or disturbance on school premises. The police may be called to assist the school in removing a parent but local authorities and governing bodies may also authorise a person to remove a person if they have reasonable cause to believe that the person is causing a nuisance or a disturbance.

Please sign and return both sides and return to School no later than Wednesday 14th September 2022. (Please keep copies of the policies in this pack for your reference)

**Photographic Consent**

At St Edward’s, we sometimes take photographs of pupils. We use these photos in the school’s prospectus, on the school’s website and on display boards around school.

We would like your consent to take photos of your child and use them in the ways described above. If you’re not happy for us to do this, that’s no problem – we will accommodate your preferences.

Please tick the relevant box(es) below and return this form to school.

I am happy for the school to take photographs of my child. 🞎

I am happy for photos of my child to be used in internal displays. 🞎

I am happy for photos of my child to be used in the school prospectus. 🞎

I am happy for photos of my child to be used on the school website and social media. 🞎

**I am NOT happy for the school to take or use photos of my child. 🞎**

Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Class:\_\_\_\_\_\_\_\_\_\_\_\_

Parent or carer’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

**Local Visits & Visits to Our Lady of Lourdes Catholic Church**

We are very pleased to be able to continue our links with the local community and the parishes and will be arranging for the children to visit Our Lady of Lourdes Catholic Church for Stations of the Cross, Carol Service etc.

We would like to use this letter to give us permission to take your child to local visits including visiting Our Lady of Lourdes Catholic Church. We therefore ask you to sign and return the reply slip below giving permission. This form will cover all local visits for your child throughout their time at St Edward’s.

You will be notified in advance of any visits, via ParentMail.

**Pupil's Name**.....................................................................

**Class** ..................................................

I give permission for my child to attend any of the arranged local visits during their time at St Edward’s School.

**Parent/Carer Name ……………………………………………………..**

**Signature** …………………………………………………………………………

**Confirmation (to be completed and returned to school. Original signed forms to be retained by you for your future reference)**

I confirm that I have read and understood the below policies:

# Home-School Agreement PAGES 15 & 16 🞎

The use of social networking and on-line media PAGE 17 🞎

Primary Pupil Acceptable Use Agreement / E-safety Rules PAGES 18 & 19 🞎

Parents/Carers Internet and ICT Agreement PAGE 20 🞎

# Code of conduct for Parents and Visitors PAGES 22 & 23 🞎

Photographic Consent PAGE 24

Local Visits PAGE 25

**Pupil's Name**.....................................................................

**Class** ..................................................

**Parent/Carer Name ……………………………………………………..**

**Signature** …………………………………………………………………………

Please complete this form and return to school. Please keep the original signed forms in this booklet for your future reference.

**Friends of St Edward’s**

Hazell Avenue, Aylesbury, Buckinghamshire, HP21 7JF

Registered Charity No: 1038892

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pta.stedwards@gmail.com

St Edward’s Catholic Junior School

@Stedwardsbucks

HELP MAKE A DIFFERENCE

Dear Parents/Carers of Year 3 Children 2022/23

Welcome to St Edward’s School. The children at St Edward’s really enjoy the events that are held by Friends of St Edward’s which include the Welcome Evening, cinema nights and our annual Family Fun day held in June!

Our news and events can be found on the Friends of St Edward’s page of the school website and via our Facebook page: St Edward’s Catholic Junior School

The committee meets once a month to discuss ways to fundraise and organise events which provide and assist in the provision of facilities for the pupils of St Edward’s School not normally provided by the local education authority. This year we have provided funds towards iPad, Accelerated Reading Books, Year 6 Residential Trip and Theatre Companies to perform in school.

However we do need your help! We are looking for new members and helpers to for the new school year 2022/23.

If you feel that you would like to join the committee or be on the list of contacts to help out at the Friends of St Edward’s events (which we would really appreciate) please email us with your details at 0fose0@gmail.com

Many thanks in advance.

**Friends of St Edward’s**