

# Information for Parents



St. Anne's Mission Statement - With Christ at the centre of our lives,  
we live out our call to serve the young: "It is not enough to love  
children, they must know that they are loved"

(St. John Bosco)

" St. Anne's is full of laughter and learning! We all spread happiness  
and this is where you make the best friends and enjoy yourself! "



## Welcome to St. Anne's School!

### ST. ANNE'S CATHOLIC PRIMARY SCHOOL

FREE PRAE ROAD, CHERTSEY, SURREY KT16 8ET

☎ 01932 562251 / 562366

✉ [office@stannes-chertsey.surrey.sch.uk](mailto:office@stannes-chertsey.surrey.sch.uk)

🌐 [www.stannescps.eschools.co.uk](http://www.stannescps.eschools.co.uk)

**Headteacher: Mrs C Martin**



Dear Parents,

A huge welcome to you and your family! We look forward to welcoming you and your child into our happy school community.

As you know a child's school days are some of the most important days of their life. I am confident that your child will blossom and thoroughly enjoy their time here at St. Anne's.

It is our belief that a successful school is one in which the parents and teachers share in the education of the children. At St. Anne's we regard excellent relationships with parents as being a central feature of our work.

Now that your child is about to start at St. Anne's Catholic Primary School we thought it would be useful if you had as much information as possible about the day to day running of the school. The information provided in these pages tells you how we set about caring for and educating your child. It explains our procedures in some detail so that you have a clear picture of how we operate and hopefully many of your questions about life in school will be answered. The pages are designed for new and prospective parents.

Should you have any further queries please do not hesitate to contact us.

I do hope that your child's time at St. Anne's will be both happy and successful and we look forward to working with you and your family over the next 7 years.

With very best regards,

Mrs C Martin  
Headteacher



For further information on the way we use your data, please see the Xavier Catholic Education Trust Privacy Notices. These can be found on the Xavier Catholic Education Trust website in the 'Key Information' section under the list of Policies/Data Protection Policies.

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# ABOUT US

## SCHOOL MISSION and VALUES

Our Mission Statement at St. Anne's Catholic Primary School is :

*With Christ at the centre of our lives, we live out our call to serve the young:  
"It is not enough to love children, they must know that they are loved"*

(St. John Bosco)

Our intention is that every member of our community knows that they are loved. To uphold this we ask that everyone lives out our five school values:

- **Respect** • **Kindness** • **Perseverance** • **Forgiveness** • **Inclusivity**

## CATHOLIC ETHOS

We have a legal requirement to teach RE to all the children unless their parents have specifically requested that they be excluded (Education Acts 1944, 1988 and 1993). Please see the Headteacher for further details.

We currently follow the 'Come and See' scheme, but we are also starting to follow the 'Religious Education Directory' in Reception, Year 1, and Year 6, both these are recommended by the Diocese. Parents are welcome to see the syllabus and its accompanying handbook on request. As a Catholic School, we allocate 10% of the timetable to the teaching of RE.

It is also a legal requirement that the school should participate in a daily act of 'Collective Worship'. The worship at St. Anne's is of a Christian character (non-sectarian) and takes place in a variety of contexts – as a class, a key-stage or the whole school.

Parents have the right to withdraw their children from the act of collective worship but must first discuss the matter with the Headteacher.

Each class leads an assembly by rota and the parents of the leading class are invited to come and watch. By the end of the year all the parents will have had the opportunity to see their children in an assembly.

## ORGANISATION OF THE SCHOOL

### Year Groups

St. Anne's is a two-form entry primary school. In each year group the "parallel" classes follow an identical curriculum.

There are seven year groups – YR to Y6. Ages of children in each year are:

*Foundation Stage* - Year R (Reception): 4-5 years

#### *Key Stage 1*

Year 1: 5-6 years

Year 2: 6-7 years

#### *Key Stage 2*

Year 3: 7-8 years

Year 4: 8-9 years

Year 5: 9-10 years

Year 6: 10-11 years

The senior team oversee year groups for support.

### Houses

We have four 'Houses' across the school—St. George, St. Andrew, St. David and St. Patrick—each containing 25% of children from each class, which are allocated when the children start school. Years 1 to 6 collect house points for their team in various ways (e.g. good work, good choices, great effort, politeness, kindness, thoughtfulness). At the end of the term, the team with the most points wins a House Reward.

### Other Rewards

Each class has its own separate reward system which varies between Dojos, Merit Certificates and Golden Tickets.

On a Friday we host a celebration assembly. Each teacher nominates a child to receive a Headteacher's Award which includes a sticker, a pencil and a message home to parents. In addition, there are weekly PE awards. We also celebrate a child's birthday and share top scores from our online education tools such as Times Tables Rock Stars and Accelerated Reader.

At the end of every term, we also have a Book Award when each teacher nominates a child from their class who has made an outstanding impression in some particular way that term. Each nominated child is presented with a book in a special assembly, to which their parents are secretly invited to share the celebration.

## PEOPLE

### Governors

The Governors are local people who have a genuine interest in the success of the school and its pupils. They are elected to serve for a period of four years. As we are a Catholic School, we have six Foundation Governors, who are appointed by the Bishop, one staff governor and two parent governors who are directly elected by the parents and are able to represent their views. Many of our Governors are current or former parents of children at the school.

The Governors meet as a full body normally twice a term. The Public Copy of the Minutes of Governors' Meetings are available, by arrangement, for inspection in the school office.

All Governors are happy to speak to parents about matters of school policy. Questions regarding individual children are, however, best brought to the direct attention of the class teacher or the Headteacher.

### Teachers and Learning Support Staff (Please refer to the Website)

### School Office

The school office is available Monday to Friday, from 8.30 am until 3.45 pm, term time only. First thing in the morning and at approx. 3.00 pm in the afternoon are very busy times as we are sure you will appreciate. If possible, please try to avoid calling at these times.

The school website is kept up-to-date and most information, including letter, calendars and forms, can be found there. Please try to refer to the website first with any queries you might have.

Outside office hours messages may be left on the answer phone. Non-urgent text/email messages can be sent via the Arbor Parent Portal (please see page 8) or email to office@stannes-chertsey.surrey.sch.uk.

### Support the Parents & Friends Association (PFA)

The PFA (Parents & Friends Association) plays a major role in the life of the school.

The Association exists to further the aims of the school by providing a link between home and school and by raising funds to buy much needed resources for the benefit of the children. Books, play equipment, team sports kits and indoor and outdoor break time games were all funded by the PFA.

All parents are automatically members of the PFA – at no cost! Details of the activities of the PFA are given in their Newsletter and volunteers are always required. Other ways you can be kept up to date are the PFA's Facebook page which you can join by searching St. Anne's Catholic Primary School PFA or their Instagram account (@stanneschertseypfa).

**Please be an active member of the PFA. By becoming involved, your child will benefit – and you will feel more being a part of the school community.**

## **Volunteers**

If you would like to volunteer at any of the Xavier schools, you will need to complete a simple application form and attend a training session run by the Xavier Safeguarding Lead.

If you are interested in volunteering then please email the following address: [volunteers@stannes-chertsey.surrey.sch.uk](mailto:volunteers@stannes-chertsey.surrey.sch.uk) for details on application and training.

## **Students**

### **Trainee Teachers**

As a school, we have the duty and privilege to train the next generation of teachers. We have trainee teachers from Teach SouthEast, who are working within our school to develop their practice. They are closely monitored and mentored by staff, and add a valuable dimension to school life.

### **Students**

Work experience students from local schools and colleges are also frequent visitors to St. Anne's. Again, they are closely monitored and are given the opportunity to experience school life.

## **Pupil Voice**

This year we have opened our pupil voice to anyone who would like to join. This is to ensure diversity in the group and ensure we have everyone's voice represented. The Pupil Voice meets regularly and discusses a range of issues, which are raised by the children themselves.

## **SAFETY**

To comply with the Health and Safety at Work Act, 1974, the school has a comprehensive Health and Safety Policy. A copy of the Policy may be found on the school website.

The Policy requires children, staff and visitors to take reasonable care to ensure both their own safety and the safety of others.

Each class has a designated area to assemble and a fire evacuation drill is held every term. Visitors to the school are required to read the fire notices displayed in each room.

For the safety of the children, all visitors are required to report to the school office, sign in and wear a Visitors Pass.

## **SAFEGUARDING**

We are completely committed to ensuring our welfare and safeguarding practices promote the safety and wellbeing of all our pupils. We do this in a wide range of ways including making sure that:

All staff are fully aware of key policies such as Child Protection, Code of Conduct, e-safety and Health and Safety, that those policies reflect the most up-to-date national guidance, and that all of our safeguarding work is monitored and reviewed by our Governors.

We have a fully trained Safeguarding Team and Designated Safeguarding Lead to whom any child protection concerns are referred. We also have a named Governor who is responsible for overseeing Child Protection practices in the school.

Our curriculum, delivered through lessons and beyond the classroom, teaches the children about how to keep themselves safe in a variety of settings including when using the internet and social media. It also includes relationships and sex education programmes at an age-appropriate level.

We promote a culture in which bullying, racism, homophobia and other discriminatory behaviour is not tolerated.

All staff believe that our school should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

The full Child Protection and Safeguarding Policy is reviewed annually. It can be seen on the school website and hard copies are available from the office.

## **INSPECTION**

The Department for Education requires that all schools are inspected approximately every four years by teams of inspectors who are registered by OFSTED (Office for Standards in Education). The reports of these inspections are published and made available to all parents.

This school was last fully inspected in March 2024 and was graded as overall 'Good' with some 'Outstanding' features in 'Personal Development' and 'Behaviour and Attitudes'. A copy of the Inspection Report is available on the school website or by request from the school office. The report may also be seen on the internet ([www.ofsted.gov.uk](http://www.ofsted.gov.uk)).

In addition to this inspection, every Catholic School in the country undergoes a further inspection approximately every five years. This inspection is carried out by the Diocese under the provisions of Section 48 of the Education Act 2005.

Our last RE inspection took place in February 2020 and we were graded 'Outstanding' in all areas. These include Catholic Life of the School, Collective Worship and Prayer, and Religious Education. Each of the three headings are then sub-divided into the pupils, quality of provision and how well leaders manage, monitor and evaluate. A copy of the Inspection Report is available on the school website or by request from the school office.

## **FACILITIES**

### **IT**

The school is well equipped with IT resources. All classrooms have interactive whiteboards which are used to further develop the children's IT skills as well as helping to make learning more enjoyable. The school has a well-equipped IT suite which is timetabled to enable all children to have access to this wonderful facility. The computers are connected to the internet. Each year group also has access to a bank of laptops. There are also an additional 32 iPads that classes book out as and when they require them.

Additional online resources children have access to, for use in school and at home, are:

- Times Tables Rock Stars—online practice of times tables
- MyMaths—online maths lessons and homework activities (Used mainly for KS2)
- ActiveLearn—online maths, science and phonics activities (Used across the school)
- Accelerated Reader—once children have read a book, an online comprehensive test can be completed. (Used mainly for KS2)
- myON—a variety of books can be read online and a comprehension test can be completed.
- Purple Mash – a digital programme full of resources, games, tools and activities used to embed computing and digital skills across the curriculum.
- Spelling Shed—online practice of spellings

Throughout the school, online safety is both implicitly and explicitly taught through our computing curriculum as well as our PSHE programme.

### **School Hall and Other Facilities Lettings**

The school hall and other facilities are available for hire to the families of children attending St. Anne's, subject to the charges and conditions laid down by the Governors. For further details please visit our website.

## HOMEWORK

The school has a formal homework policy, a copy of which is available on the school website.

Parents can help their children at home by:

- Allowing them time for relaxation;
- Ensuring they eat well and have adequate sleep;
- Helping them to be independent in using a knife and fork, dressing, tying laces, using the toilet, etc.;
- Playing with them;
- Talking to the children and encouraging them to talk, in order to extend their vocabulary;
- Listening to them and ensuring that the children listen when others speak;
- Insisting on good manners and respectful behaviour;
- Encouraging the children to use the library and read a wide variety of text;
- Assisting the children when work requires research, reference or investigation.

We cannot emphasise enough the importance of reading and would ask that you listen to your child read each night. This applies to both the fluent and less able readers. Support and help with times tables and spelling is also appreciated.

We do hope you will encourage your children to complete their homework to the best of their ability as we are endeavouring to establish good work patterns, which will stand them in good stead in their future life. Each year group has a homework timetable which is available to parents.

## LINKS WITH OTHER SCHOOLS

### Preschools and Nurseries

We liaise closely with all the pre-school groups who send children to us. Before the children start school we ask the leader of the group to let us have details of their educational and social progress.

### Secondary Schools

The transfer to secondary school takes place at the end of the school year in which your child is 11 years old.

The choice of secondary school is a very important one. Parents are invited to state their preference in October of the year before transfer and are given comprehensive information by the Local Education Authority.

Most of the St. Anne's children transfer to Salesian School; a mixed comprehensive with approximately 1,400 on roll. We enjoy very close links with Salesian School and their staff and pupils are regular visitors to St. Anne's. Attendance at St. Anne's does **not** ensure right of entry to Salesian.

## COMMUNICATION WITH PARENTS

### EMERGENCIES

It is very important that we are able to reach parents or nominated friends in cases of illness or injury. Please ensure that there are at least 3, ideally 4 or more emergency contacts for your child, these can be another parent from school or family member/friend who can help get a message to the primary guardians in an emergency. Please also ensure that any changes in emergency telephone numbers are immediately notified to the school office or updated via the Arbor Parent Portal.

## **PERSONAL DIFFICULTIES WHICH MAY AFFECT CHILD PROGRESS**

A lot can happen in a child's life over the course of their education and these events may or may not affect them in school. We feel that the best approach is for you to share with us anything that may possibly cause a barrier to your child's learning so we can best prepare and support them. Possible scenarios may include: a bereavement in the family, a family member having an operation, parents separating, or moving house.

We have a school councillor who works in school one and a half days a week and we have three members of staff trained in 'Emotional Literacy'. Both these provisions have proved to be a great support for children in times of difficulty.

### **Home School Link Worker**

Engaging parents and carers in their child's education is a key factor of the child's success, however, some families can experience barriers to being involved in their child's school. By building strong, trusting relationships, our Home School Link Worker can help solve problems before they become bigger issues. Their aim is to ensure that all children enjoy school and are happy and secure. They support parents, families and pupils on a wide range of issues from helping to increase school attendance and punctuality, promoting positive behaviour to liaising with outside agencies such as the School Nurse, Mindworks Surrey, Health Visitors, GPs etc. The Home School Link Worker can be contacted via email at [hslw@stannes-chertsey.surrey.sch.uk](mailto:hslw@stannes-chertsey.surrey.sch.uk) or by phone (01932 562251).

## **MEETING WITH THE HEADTEACHER**

Parents are welcome in school and may see the Headteacher, class teacher or KS lead without appointment. If parents have individual worries or concerns, we do however advise parents to make an appointment and meet with the class teacher in the first instance. We believe that good relationships are developed through discussion, and parents are encouraged to come and talk about any successes, concerns or difficulties that may arise. We also encourage comments that can be celebrated.

## **MOVING HOUSE**

If you anticipate moving to another area, please will you let us know as soon as possible – this helps with our planning.

If you are moving within the locality, but outside our normal catchment area, the children may remain at St. Anne's provided you can arrange transport. In these cases please let us have the change of address as soon as possible.

## **ARBOR PARENT PORTAL**

The Arbor Parent Portal is the primary communication tool used by the school to send emails and text messages. The app can be downloaded for free via the App Store or Google Play.

Arbor is used for absence, attendance as well as for signing up for school activities, updating personal details, viewing your child's school reports and giving consents. It is a two-way communication tool, meaning parents can send messages as well as receive them and it is entirely free to use for parents.

## **EMAILS**

The email addresses of all staff and Governors can be found on the school website.

## WEBSITE

<https://www.stannes-chertsey.surrey.sch.uk/>

## CALENDAR

We try to give as much notice as possible for dates relevant to our school by way of updating the calendar on the front page of our website. This should ensure that you're always completely up to date with school events.

## NEWSLETTER

The school Newsletter - advertising school activities and events - is published monthly (except August) and emailed to all parents. Alternatively, you can look on our website ([www.stannes-chertsey.surrey.sch.uk](http://www.stannes-chertsey.surrey.sch.uk/)) to which all Newsletters will be added regularly.

The PFA also publishes a regular Newsletter which will give you details of forthcoming social events.

As the Newsletters are the main method of communicating with parents, it is essential that all parents receive it – and read it!

## SOCIAL MEDIA

St Anne's have an Instagram account (@stanneschertsey) where you can get a sneak peek into the vibrant and dynamic world of our school community from classroom highlights and student achievements to event updates.



In addition, the PFA have a Facebook page as well as an Instagram account. They will communicate notices regarding upcoming events or the need for volunteers. Most year groups have set up their own WhatsApp groups but these are not officially linked to the school and we take no responsibility for what is shared on them.

## HOME SCHOOL AGREEMENT

To further develop the concept of working in partnership all parents are requested to sign the 'Home School Agreement' at the start of their child's education in school.

# SCHOOL DAY AND USEFUL INFORMATION

## SCHOOL HOURS

### Reception

Morning session 8.50am-12.00noon  
Afternoon session 1.10pm-3.05pm

### Year 1

Morning session 8.50am—12.10pm  
Afternoon session 1.10pm—3.05pm

### Year 2

Morning session 8.50am-12.10pm  
Afternoon session 1.10pm-3.05pm

### Key Stage 2

Morning session 8.50am—12.10pm  
Afternoon session 1.10pm—3.15pm

Teaching contact time, per week, is 21 hours excluding registration, playtime and lunchtime for Key Stage 1 children and 23.5 hours for Key Stage 2 children, the amount of time recommended by the Department for Education.

Parents are required to ensure that the children arrive on time. The school gates open at 8.35am for the children to make their way to their classrooms for a pre-lesson activity. We would strongly urge you to plan your child's arrival at school in time as we believe this is beneficial for the children in preparing for the start of the day in a calmer and more relaxed manner.

**Parents should note that children should not arrive before 8.35am as there is no teacher on duty to be responsible for them.**

Children arriving after 8.50am are to report to the school office and to be signed in by the parent with reason for lateness. If lateness is unavoidable, please let the school know by telephone.

## Breaktimes

All the children have a 15-minute break mid-morning and a minimum of 50 minutes for lunchtime.

It is important that all the children get some fresh air and have a run about at break times. Normally, children will be kept indoors at break time only if they have a serious medical condition. The medical opinion is that for the normal range of minor coughs and colds, it is much better for the children to be outside in the fresh air!

## Assemblies

Tuesday	KS1 Celebration of the Word KS2 Collective Worship
Wednesday	KS2 Collective Worship
Friday	KS1 Celebration Assembly and Collective Worship KS2 Celebration Assembly and Collective Worship

## Daily Act of Worship

If children do not have a key stage or year group assembly they will have an act of collective worship in class. This lasts between 5-10mins depending on the age of the children.

## Rosary

During the months of May and October, parents and children are invited to say the Rosary before school starts. These are such special times for praying together as a community, please do join us!

## COLLECTING THE CHILDREN

At the end of the school day children may be collected from the school playground. All children will be taken to the playground by a member of staff who will remain with them until they are collected. After ten minutes, should a parent not have arrived, the child will remain with the class teacher or a senior member of staff. Late parents, when they arrive, must go straight to the office. If you know you are not going to be on time please do contact the school before 2.30pm as the younger children often worry if a parent is late in picking them up.

We do appreciate that parents like to chat in the playground but would just like to remind you that voices travel! Therefore we respectfully request that you keep this in mind, as the children will be having lessons until the bell rings at the end of the school day. This is particularly relevant if a parent is waiting with younger children. We also do ask you to be considerate of both the teacher and children if a games/PE lesson is taking place outside. **Please do not walk through the lesson.**

No parent should enter the building, other than through the main entrance, for obvious security and safety reasons.

## SCHOOL CLOSURE

### Holiday

See Term Dates on page 31 and also on the website.

### Emergency

Very occasionally the school has to close at short notice, e.g. in cases of flooding, extreme snow conditions, breakdown of the heating system, etc. Parents will be notified via Arbor and the school website.

### Inset Days

In addition to the set holidays, on five days each year the school is closed for staff training which is a requirement by the Department for Education ([www.education.gov.uk](http://www.education.gov.uk)). Dates of these closures are published well in advance in the Newsletter/calendar.

## PROPERTY

### Labelling

Can we please ask you to ensure all clothing is labelled as you can appreciate there are lots of the same items. Therefore, we do ask that all the children's clothing and property is clearly labelled in a noticeable place.

## Lost Property

Lost property is stored in the grey chest outside in the front playground.

Parents are asked to co-operate by:

- naming **all** items of clothing/equipment brought into school;
- ensuring any money brought into school is in a **clearly named envelope or wallet**;
- making sure their child accounts for his/her clothes and looks for missing items immediately.

## Damage to Property

With over 400 children in school it is very difficult to ensure that all personal property is kept safe. We have very little space in which to store personal items and experience has shown that toys in the classrooms can be very disruptive to the children's learning.

For these reasons, we ask the children not to bring toys or other personal belongings to school (unless the teacher has specifically asked for items to be brought in).

All damage to school property must be reported to the class teacher or the school office and will have to be paid for. Proper care must be taken of school textbooks and library books

Please note that we do not hold insurance to cover loss or damage to pupils' personal effects.

## Jewellery

Jewellery must not be worn to school with the exception of a sensible watch. Those children with pierced ears may wear a pair of small stud earrings, one stud in each ear lobe. These must be removed, for safety reasons, before PE lessons. Staff are not allowed to remove earrings from children's ears.

## Money Sent into School

Large sums of money should not be brought into school by the children to prevent loss. When required (e.g. fundraising sales, mufti day charity contributions) small amounts of money must be brought in a named container or sealed envelope. In an effort towards being a 'cashless' school, we ask that larger payments are done via our online SCOPAY. Please ask at the school office if you require help with this.

# ATTENDANCE AND PUNCTUALITY

## Attendance

School attendance and punctuality is very important to how successful your child can be at school.

If your child is absent please let us know. A telephone or in-app message on Arbor (by 8.40am please) is necessary. We need to be informed of the reason for every absence – failure to let us know will count as an "unauthorised absence" or truancy. It is not enough to say they are poorly, parents should provide the exact reason so it can be coded appropriately so we can offer support and answer any questions asked of us by the local authority or Ofsted. The school is required by law to publish attendance rates each year.

A pupil who has to leave the school early for any reason must notify the school office. No child will be permitted to leave school unaccompanied during the school day. On receipt of the school's official permission slip signed by parents, Year 6 pupils may be allowed to make their own way home at the end of the school day.

If a child vomits or has a tummy upset we ask you to call in if unsure how long the child should stay absent. In general, we follow the NHS guidelines which states that children with diarrhoea or vomiting should stay away from school until they have not been sick or had diarrhoea for at least 2 days (48 hours).

At St Anne's, we closely monitor attendance and are committed to working together to improve school attendance in line with the statutory guidance set out by the Department for Education. Regular attendance is crucial for academic progress and overall development. Data clearly shows a direct correlation between attendance levels and later educational outcomes.

When a pupil's attendance falls below 94%, parents will receive a letter. If a pupil's attendance is significantly lower than this, parents will be asked to support further absences with medical evidence. These letters are standard practice regardless of previous reasons for absence.

Pupils will now receive termly attendance awards by email. A gold award marks 100% attendance, a silver award is for 99%-98%, and a bronze award is for 98%-97%. Pupils who have excellent attendance at the end of the school year will receive a special treat.

Your child's absence can always be viewed through the Arbor Parent Portal.

### **Punctuality**

It is most important that your child is on time for school. When a child is late it is disruptive not only for them but also for all the other children in the class. No child likes to be late so please do make the effort to ensure they are on time. Late arrivals are recorded by signing them in at the office which also ensures the school is aware of the child's presence.

In the morning, gates close at 8.50am and any child arriving between then and 9.00am will be marked as late (L). Any child arriving after 9.05am will be marked as late after register closes (U).

### **Leave of Absence**

No child may be granted leave of absence during term time unless there are exceptional circumstances which will be determined by the Headteacher and the Governing Body. Unauthorised absences of five days or more will be referred to the Inclusion Officer and may result in a Penalty Notice being issued. (Details in the school's Attendance Policy — found on the school website).

Every child's punctuality and attendance is regularly monitored. Cause for concern letters will be issued where necessary and these letters will remain on the child's file. The school also receives a visit from the Inclusion Officer every term and refers any significant causes for concern. Failure to comply with the planned support set by the Inclusion Officer may result in further actions.

## **PARENTS/TEACHERS PARTNERSHIP**

It is so important that teachers and parents work in partnership and, with this, that parents respect the teacher's professional judgement. We also ask that in the first instance any concerns or difficulties are shared with the class teacher and later passed on to the senior leadership team or the Headteacher if the situation is not resolved. We also ask that parents do not share concerns or difficulties in front of their children or in a public place, including social media.

At school we build on the good foundations laid down in the home, and we place great importance upon parental interest and involvement in all their children's school activities. Teachers have day-to-day contact with many families and an appointment can always be made if a longer discussion is needed.

Teachers are available for general contact at the end of the day, but should you wish to speak to the teacher sooner than this, we would ask you to leave a message at the office in the morning, and he/she will contact you as soon as possible.

In some circumstances a child may benefit from additional help after school hours or at the weekend.

Please discuss any arrangements fully with the class teacher in order that the private tutor may liaise closely with the school. It is vital that such work complements that undertaken in the classroom.

## PHOTOGRAPHS

Twice a year we are visited by the school photographer. The children have a portrait taken in either the Autumn Term or the Spring Term, and then in the Summer Term class groups are photographed.

The prints are available to parents in various options at a reasonable cost.

On occasions, the children may be photographed for the school website, brochures, etc. We ask parents to consent on Arbor confirming whether or not you allow your child to participate in these events.

We also stipulate that, **at all school events**, any photographs/videos taken are purely for a personal memento of your own child/ren's involvement and, **are not shared with any external source (e.g. social media) under any circumstances**. This is so all children in our care are safeguarded and all parents' rights are protected.

## EQUIPMENT FOR SCHOOL

School will provide most equipment for all the children up until they move into KS2 (Year 3-6) which is when parents are asked to provide their children with a set stationary.

### Year 3-6 Stationery List:

- 2 x blue writing pens
- 1 x red pen
- 3 x pencils (HB)
- 1 pencil sharpener
- 1 x rubber
- 1 x 30cm ruler
- 1 x glue stick
- 2 x whiteboard pens (any colour)
- 1 x yellow highlighter pen
- 1 red coloured pencil
- 1 orange coloured pencil
- 1 green coloured pencil

## UNIFORM

We expect all children to be smartly dressed and to wear **full uniform** to school, as we believe a smart clean uniform helps to increase children's sense of identity and pride in themselves and their school. Common sense is a reasonable guide in these matters and all will appreciate the reasons for the rule that extremes of fashion in shoes, clothing and hairstyles will not be permitted within the school. (Please refer to the uniform lists and policy on page 29-30)

Please ensure that all clothing is named. Lost property is a constant problem for us in school.

It is also important that all outdoor coats have a serviceable loop from which they may be hung.

The days on which your child has PE are noted in the class curriculum letter in September so that you can ensure your child has their kit on the appropriate day.

### School Uniform Shop

St. Anne's uniform is supplied by the West Byfleet branch of [www.schooluniformdirect.co.uk](http://www.schooluniformdirect.co.uk) and/or can be ordered online. Ties can, however, be purchased directly via SCOPAY and picked up from the school office for those mornings when they have suddenly 'disappeared' at home!

### Second-Hand Uniform Sale

The PFA holds regular 'Good As New' sales from their uniform shed in the back playground. Dates will be advertised in the newsletters and via their social media channels.

## **DISCIPLINE**

(Please also refer to the Behaviour, Anti-Bullying, and Exclusion policies on the website)

### Values

St Anne's bases their behaviour policy on the mission statement: "It is not enough to love children; they must know that they are loved." St. John Bosco. The children must know that they are loved by everyone they come across therefore the behaviour of all must reflect this. So, our five values that we ask everyone to uphold are:

- Respect
- Kindness
- Perseverance
- Forgiveness
- Inclusivity.

These values are shared with the children each year and displayed in each classroom. Input on each of them is provided via assemblies especially at the beginning of the year where each class teacher is establishing the rules and routines for a new academic year. They are also woven into daily life at St. Anne's 'as a way to live'. Dialogue between people within our community will use the term of 'living out our values'.

### Bullying

Bullying is not tolerated at St. Anne's and is therefore minimal. Perpetrators are punished severely. Bullying is dealt with quickly and effectively – if we know about it! For this reason all the children are regularly reminded to tell an adult (their teacher, another adult in school or a parent) or a peer mentor if they are worried or intimidated by other children. We also have a worry box/monster in each classroom, which enables children to write down their concerns if, for any reason, they find this easier.

Bullying takes many forms, ranging from exclusion from games, name calling, through to physical violence in extreme cases. It occurs in all schools and learning to handle it is part of growing up.

If parents have any concerns they must contact the class teacher or a senior member of 15.

## MEALS, SNACKS AND DRINKS

### Healthy Eating

We aim to ensure the children adopt a healthy lifestyle. We seek your support by ensuring the children have a well-balanced diet. We would ask that you provide a named plastic water bottle for your child to use daily.

The children are encouraged to make healthy food choices. Children in Foundation Stage and Key Stage 1 are provided with a piece of fresh fruit each day. However, parents may choose to send in an extra or alternative piece of fruit and/or a healthy snack. *Please note, no fizzy drinks.*

For children in Key Stage 2 a piece of fruit or vegetable may be brought to eat during the mid-morning break. Drinking water is readily available from the water coolers and drinking fountains in school.

### Meals

School meals are available for all the children. Since September 2014 optional free school meals have been offered to all Foundation Stage and Key Stage 1 children. The meals are cooked on site and every effort is made to ensure that a healthy and balanced diet is available. The menu is available on our school website.

Families in Key Stage 2, in receipt of certain benefits, may qualify for free school meals. Completion of an Eligibility form is required. This form and further details are available from the school office.

Many parents prefer their children to have a packed lunch. Can we please encourage parents to provide children with packed lunches that complement the Government Food Lunch Standards (see <https://www.nhs.uk/live-well/eat-well/the-eatwell-guide/> ). This is achieved by promoting healthy packed lunch options using the principles of the 'Eatwell Plate'.

A healthy, balanced and nutritious packed lunch should include foods from the following:

- A portion of starchy food to give your child energy for the afternoon;
- At least one portion of fruit and/or vegetable;
- A portion of meat, fish, eggs, beans and other non-dairy sources of protein;
- A portion of milk or dairy foods.

Please try to avoid foods and drinks high in saturated, fat, sugar and/or salt.

This should be brought to school in a named lunch box. Drink containers should be watertight (no cans or glass bottles please) with a straw or cup provided. **Nuts and nut products** are strictly **not allowed**, so please do not send your child in to school with any foods (lunch boxes, morning snacks or birthday surprises) containing them. In addition, the inclusion of **fizzy drinks** is **also not permitted**.

The system is flexible and the children may change between school lunches and home packed lunches on a weekly basis.

## **PARENTS' MEETINGS, ASSEMBLIES AND OTHER EVENTS**

Good communication is essential if we are to provide the best for your child, so should you have a worry or concern please contact the class teacher in the first instance. A senior member of staff or the Headteacher will also be on hand if the worry or concern requires it.

### **Formal Parents' Evenings**

Formal Parents' Evenings, held online on a one to one basis twice a year – in the Autumn and in the Spring.

These evenings give parents an opportunity to see the children's work and to discuss with the teacher the progress made.

### **Informal Parents' Evenings**

Shortly after the start of the academic year, the teachers will hold a meeting for the parents of each year group to present and explain the curriculum and objectives planned for that year.

Teachers are very happy to see parents at other times, we do ask that you make an appointment via the office or email the teacher directly (all email addresses can be found on the website).

### **Special Assemblies**

From time to time parents are invited to school to see their child/ren perform in an Assembly, concert or to share in a school activity. On these occasions it is very disruptive to the children if youngsters in the audience are making a noise. For this reason, we ask that parents try to avoid bringing in children under the age of four years. Any four-year olds attending may be asked to sit on the parent's lap.

For some events space may be tight. On these occasions we may have to limit the audience to two invites per family – with seats booked in advance.

### **Sports Days**

Four separate sports days are generally held in June/July. The Reception year group hold theirs independently, whilst Years 1 & 2 share their event on another day; Years 3 & 4 another; and Years 5 & 6 another. Parents are, of course, invited to their child's day.

### **Open Day**

Towards the end of the Summer Term the school opens its doors to all parents to come and see the children's work achieved during the school year. This is also a lovely opportunity to take a peek at the other year groups' work—particularly interesting is the year group your child is moving up to! There is also a Celebration Afternoon which is held once a term in the Autumn and Spring Term.

### **Fairs**

Christmas and Summer Fairs are organised by the PFA, as well as the school's entry to participate in the local Black Cherry Fair. We ask parents to help support these and other events by committing to at least one per year. They are, after all, for the benefit of each and every one of **your** children.

## SCHOOL ENVIRONMENT, HEALTH, SAFETY ACCESS REGULATIONS

### Bicycles and Scooters

Children are encouraged to ride a bicycle to school. Children are required to wear cycle helmets, and dismount on entering the school to walk their cycle to and from the cycle rack.

Permission will be withdrawn from those children who abuse the privilege. Cycles are brought to school at the owner's risk; our insurance does not cover the personal property of children, so please ensure that bikes are securely locked when not in use.

Bikeability National Cycle Training, teaching practical and valuable awareness and observation skills, is offered to children in Year 4 (Standard Level 1) and Year 6 (Standard Level 2), usually in the summer term. These courses also raise awareness and observation skills.

### Dogs

With the exception of guide dogs, and for obvious health and safety reasons, **we do not allow dogs on the school site (including the car park)** and ask parents to abide by this rule.

### Car Parking and Road Crossing

All children are expected to take great care on the roads around the school and only to cross Free Prae Road at the designated point with the 'Lollipop Lady'. No children are to enter the main vehicular gates and walk across the car park.

The school has an 'IN/OUT' system for cars, with a "drop-off" zone, which should be used as just that, i.e. for dropping children off in the mornings. Please **do not park** in this area at any time of the day.

At the end of the day, the gates shall be locked until 3.30pm, after which time the IN/OUT system will resume.

Runnymede Borough Council has granted us permission to park in the library car park free of charge for specific periods of time at the start and end of the school day during term time.

**Please do use this wonderful facility.** It is close to school and most importantly it is safe.

A free parking permit can be requested by filling in an online form found on our website or by contacting the school office.

## Parking on the Street

We strongly implore parents to be polite, courteous and considerate when parking on the roads in the vicinity of the school. We have had incidents in the past where cars have parked over residents' drive-ways, or with wheels on the pavements leaving insufficient room for pushchairs or wheelchairs to get by. These types of thoughtless and dangerous behaviour will not be tolerated by the school and we ask that details of the offending car (backed up with a photograph preferably) are made known to the to the police/ Surrey County Council.

## Yellow Lines

The yellow zigzag and double lines painted on the road outside the school are designed to help keep the children safe. Please will all parents respect these and not park on them, nor on the pavements next to them. It is prohibited to park on these lines and you may be fined.

## Walk to School

In the interests of health and safety we strongly encourage parents to walk their children to school whenever possible.

## Smoking

In the interests of the children's health, St. Anne's is a "No Smoking" school.

The rule applies to everyone who uses the school buildings and parents are asked not to smoke anywhere on the premises (including the playgrounds).

## Toddlers

We strongly advocate that St. Anne's is **an establishment for children**, but in the interest of safety, parents are requested to keep a constant eye on their toddlers on the school premises. Please do not allow them to play on the larger play equipment as it can be dangerous for little children. We would also ask that whilst waiting for brothers or sisters, please do not allow your toddler to play around cars or on the school entrance steps for obvious safety reasons.

## HEALTH

All children will have their height, weight and vision checked by the School Nurse in their first year. Trained staff from the Hearing Clinic will check all the children's hearing also during their first year. You will also be offered the opportunity to have your child's height and weight checked again in Year 6. You may, if necessary, be offered a health interview with the School Nurse to discuss your child.

If your child suffers from a "life-threatening" condition, it is essential that this is discussed fully with the Headteacher at the time of admission.

### ILLNESS

There will, of course, be times when your child is unfit to attend school due to illness. If you feel that they are not well enough to cope with the pressures of a day at school, please keep them at home until they are better. When the children are unwell they really do need the individual care you can give them. After an illness children are usually better at home until the need for medication is over. They catch up on missed work much more quickly when they are fit. Please, however, remember to send a text via Arbor or leave a message on the school answerphone reporting the absence with as much detail as possible.

### MEDICINES

School staff members are only able to administer medicine to a child provided that a medication form has been completed by the parent. The school will not be held liable for any missed doses.

The school staff cannot administer eye and ear drops, or suntan lotion.

We can keep a named inhaler in school, for use as required, for those children suffering from asthma.

Please let us have written details of any on-going medical conditions/medication at the time of registration.

### HEADLICE

Most children play host to head lice during their school career. The lice prefer clean heads!

Parents are asked to check their children's heads regularly. If lice (or nits– the eggs) are found please immediately apply the appropriate lotion (available from any good chemist) and notify the school office/class teacher so a message can be sent to the relevant class. The child may come/return to school once the treatment has been completed. An excellent preventative measure is to comb your child's hair through **regularly** with hair conditioner. It is also **essential** to keep long hair tied back, and to treat the whole family.

## SPECIFIC EDUCATIONAL NEEDS

Every child is unique and will develop at their own pace. It is recognised that at any one time approximately twenty percent of all school children will have a form of Specific Educational Need at some stage of their school life.

At St. Anne's this percentage is substantially higher as we recognise the importance of identifying requirements quickly. There are robust systems in place to support children and their families.

Our Special Educational Needs Co-ordinator (Rachel Lewthwaite) will be able to offer advice and are key figures in co-ordinating and administering this support throughout the school. This enables us to provide diverse strategies to meet individual needs within the four education areas, these being:-

- Cognition and Learning
- Behaviour - Emotional and Social
- Communication and Interaction
  - Speech, Language difficulties
  - Autistic Spectrum Disorder
- Sensory and Physical
  - Hearing Impairment
  - Visual Impairment
  - Physical and Medical difficulties

Identification of pupils requiring assistance will be based upon information provided on entry to school by parents, nurseries, play groups, speech and language therapists, welfare officers, health visitors or other relevant professionals.

The open door policy for parental contact is extremely important to us. We firmly believe that it is better to share concerns quickly so we can work together to ensure every child achieves their full potential.

## TESTING AND REPORTING

### **TESTS**

As the children move through the school the teachers are continually assessing their progress. This is undertaken by careful observation, analysis of the children's work and a number of annual internal and external tests

#### **Foundation Stage**

Children in Foundation stage will be assessed using Early Years Foundation Stage Profile. This is a continuation of the assessments carried out by nurseries and pre-schools, and is completed mainly by observations of each child during a 'general' day. Once the children have settled into Reception they must complete a statutory baseline assessment. This provides an on-entry assessment which is used as a starting point to determine a cohort-level progress measure from Reception to the end of Key Stage 2.

#### **Year 1 Phonics Test**

In June, Year 1 pupils must complete a statutory phonics screening test. The phonics screening check is a short, simple assessment to make sure that all pupils have learned phonic decoding to an appropriate standard by the age of 6. All Year 1 pupils in maintained schools, academies and free schools must complete the check.

For those that don't pass the phonics screening are identified and given extra support in Year 2 to improve their reading skills. These children are then able to retake the check at the end of Year 2.

The check comprises a list of 40 words and non-words which the child will read one-to-one with a teacher. The results of the phonics screening are published in the child's end of year report to parents.

### **Key Stage 2 SATs**

In Year 4 the children complete a statutory times table test which tests the 1-12 tables in random order. Results are sent to parents in the child's final year report.

Prior to moving on to secondary school children in Year 6 are assessed by taking the Key Stage 2 SATS. Parents are informed of the results in their child's End of Year Report.

### **Records**

Under the Education Reform Act, 1988, parents have the right to see their child's academic records. We are always happy to share these with parents when requested.

## **FINANCES**

### **GOVERNORS FUNDS**

At St Anne's we ask parents to contribute to our Governors Fund. The purpose of this fund is to be able to give your child the very best educational experience!

Over the last year some of the initiatives that the Governors Fund has paid for include a new prayer garden, new scooters for the playground, new books for every reading corner, and new audio-visual equipment for the school hall.

The suggested voluntary donation is £60 per family per year. We do really appreciate that finances are tight for many households, but every small contribution will make a big difference. There are 60 children joining Reception this September, if each family could contribute £5 per month that's £300 a month, multiplied by twelve and then multiplied by seven years at the school. That means this year group could contribute £25,000! Twenty-five thousand pounds that we can promise you we will spend to enhance the opportunities and experiences of your child and every child.

The Governors Fund is a protected fund. The money will not be spent on exercise books, teachers' salaries, electricity bills or any other standard expenses that come with running a school. Every single penny will be used to ensure your child has an experience that goes above and beyond during their time at St Anne's.

There are two ways to contribute to the fund: set up a monthly direct debit or make a payment on SCOPAY (<https://www.scopay.com/login>).

## **PUPIL PREMIUM**

The Pupil Premium is allocated to children from low-income families who are currently known to be eligible for Free School Meals (FSM) in both mainstream and non-mainstream settings, and children who have been looked after continuously for more than six months. It also includes pupils who were eligible for FSM at any point in the last six years (known as the Ever 6 FSM Measure). Schools are free to spend the Pupil Premium as they see fit. However, we are held accountable for how we have used the additional funding to support pupils from low-income families.

The pupil premium funding received for the academic year 2024-2025 was £62K. This funding was used to support and improve the educational outcomes for a number of pupils. The support offered varies from 1:1 tuition, attendance at after school clubs, participation in emotional support groups, to specific targeted support for literacy and numeracy. These interventions helped to ensure that the most vulnerable of children received the help they needed to achieve their potential.

We will continue to offer similar support this academic year to our most vulnerable children, in an effort to ensure they achieve all they are capable of both academically and socially.

The school office holds Eligibility forms which we would appreciate all parents completing, whether or not you qualify. We can then make regular checks and, should your circumstances change, you may be eligible for additional assistance as well as enabling the school to claim the Pupil Premium.

## **PAYMENTS**

From time to time we ask parents to contribute to the cost of school activities, often school trips, by making a “voluntary contribution”. We are mindful that we need to be sensitive to the economic climate and not ask for too much too often. We endeavour to give parents as much notice as possible.

The XCET has a Policy on Charging and Remissions. Please see school website.

If meeting the “voluntary contribution” proves difficult, parents are urged to contact the Headteacher in confidence. It is often possible to help in these situations so that the child is not disadvantaged.

The school is cashless and therefore all payments must be made via SCOPAY (<https://www.scopay.com/login>). Please ask at the school office if you need assistance with this.

## **EXTRA-CURRICULAR ACTIVITIES**

A variety of after-school and lunchtime activities are available to the children, such as Spanish lessons and various sporting and musical activities as well as drama and art club.

From time to time a teacher may offer to run an activity giving freely of their time. However, we also do invite outside coaches into school to run a variety of clubs and they may charge for their services. Should a parent wish their child to participate in such a club, but are unable to do so financially, please do speak to the Headteacher.

A programme of activities is published at the beginning of each term with details on how and where to book them.

## **Activities Outside School Hours**

If a trip or activity occurs outside school hours, it need not be free of charge. Accordingly, the school may charge parents for the actual costs incurred in providing it.

## **Underfunding of Activities**

If an arranged activity does not attract sufficient voluntary contributions to make it viable then it will either be cancelled or, if the shortfall is only moderate, unofficial funds will be used to make up the difference.

If support for activities in general becomes unreliable and patchy, the Headteacher will explain to parents that the future of such 'extras' is in doubt.

## **Damage to School Premises or Property**

In cases where a child has wilfully damaged school premises or property, or has misused or lost books and equipment, the school will seek to recover part or all of the cost from the child's parents.

## **Hardship**

Should parents experience extreme hardship in paying voluntary contributions, the Headteacher may be able to make a discretionary payment to help towards the cost.

## CURRICULUM

The term “curriculum” refers to all the learning that takes place at school.

At St. Anne’s we follow a broad and balanced curriculum, which covers far more than the statutory requirements of the Early Years Foundation Stage Curriculum and the National Curriculum. We aim to offer the children a breadth of activities by inviting theatre groups, artists, storytellers and musicians into the school on a regular basis. The children also participate in a variety of topic-based workshops e.g. Tudors, Egyptians. As part of each topic we aim to ensure the children either have a trip to a place relating to the topic e.g. a Victorian school, Milestone Museum, a farm or they participate in a workshop. This helps to make learning relevant and meaningful.

Meetings for parents are held to discuss areas of the curriculum and suggest how parents may help at home. Copies of some curricular policies are available on the school website.

We believe that the “hidden curriculum” is equally important. This is concerned with teaching the children such things as social skills, study habits and the ability to think for themselves.

Please see the ‘[Curriculum](#)’ section on our school website for more up to date information regarding our curriculum and what our children learn.

## **RELATIONSHIP & SEX EDUCATION**

Relationship & Sex Education is an integral part of our programme of Personal and Social Education and all children take part at a level and a context that is appropriate for their age. Parents have the right to withdraw their children from the Relationship & Sex Education programme. For further information please see the Headteacher.

## **VISITS**

During their time at school the children will be taken on a number of visits. All visits are planned to enrich the curriculum and will have a direct relevance to the learning that takes place in the classroom.

Some visits are local and do not involve any costs. Day visits and residential visits (in Y6 and Y5) involve us having to ask for a “voluntary contribution” from parents to cover the costs involved. The school does not make a profit from any of these visits, in fact, on many occasions the School Fund supplements the cost of the trip to make it more attainable for parents. We endeavour to give as much advance notice as possible.

Where there are cases of genuine financial hardship, the school is often able to help – please speak to the Headteacher in confidence.

The Xavier CET Policy on Charging and Remissions covers the financial aspects of visits and other school activities.

## SPORT AND MUSIC

### **PE**

Each class have two hours of PE a week.

In Years 5 and Year 6 we have a range of sports teams available. The sports teams train once a week and provide opportunity for our pupils to improve. All of our sports teams compete against other schools in friendly and competitive fixtures, festivals and tournaments. The training and competitions are free of charge where possible (volunteer dependant) and are usually coached by a qualified sport coach or teacher.

The sports teams we currently offer to boys and girls are Football and Netball. Plus when the season arrives we may also offer Cricket, Athletics, and Cross Country (depending on volunteers to run the club we may ask for a voluntary contribution to support the training and running of the teams).

### **SWIMMING**

Under the requirements of the National Curriculum all pupils must undertake a course of swimming instruction.

As we do not have a pool, we take the children to River Bourne Leisure Centre for a 6-week course led by a qualified swimming teacher. This is part of the PE programme for Years 3 — 6 until pupils have met the national expectation.

### **COMPETITION**

At St. Anne's we believe in preparing all the children for the competitive world they will be joining in later life.

At school the children are involved in a variety of competitive activities – all of which are carefully structured and appropriate for the age group.

We teach the children about fair competition and how to cope with the emotions of winning and losing – about being a 'good sport'.

### **MUSIC**

In addition to the music taught during regular lessons, the children will have the opportunity to learn an instrument.

We are also fortunate in having a choir, which is run by one of our teachers. Children from Year 2—6 are welcome to join.

Teaching of various instruments such as piano, violin, trumpet or guitar can be provided by Surrey Arts to children in Years 3, 4, 5 and 6. A charge is made for the lessons and before a child starts there needs to be a demonstration of commitment (by the child and the parents).

## CHARITIES

During the course of the school year we support a number of charities raising funds by way of, for example, holding mufti days. The charities are often selected by the children, who organise fundraising events themselves, such as cake sales, and donate the proceeds to their choice of international, national or local priorities. Naturally, the children usually need a little 'help' from their parents, either with providing cakes, etc. or some spending money. All parental support is very much appreciated.

## MOBILE PHONES

Mobile phones are **NOT** permitted in school. If it is necessary for a pupil to carry a phone for reasons before or after school, the phone must be handed into the school office or the class teacher for safe-keeping on arrival at school, and collected again at the end of the school day.

We do also ask parents and visitors to refrain from using mobile phones on school property as in this modern age there is worry of unauthorised photos of children being taken.

WHAT TO DO IF ...	ACTION
Your child is ill or absent	Report and give reasons for absence via Arbor Parent Portal or telephone school <b>by 8.40am</b>
Your child has sickness or diarrhoea	They will need to be off school for 48 hours from the last episode of vomiting or diarrhoea
The person who normally collects your child from school is changing	Telephone school <b>no later than 2.30pm</b> and email Class Teacher
All holidays during term time will be unauthorised. If you do wish to request an absence ...	It is essential that you seek the school's authorisation <u>before</u> a holiday is booked. Download the absence request form from the website or collect one from the school office and return it to the school office.
Your child is going to be late to school	Report via Arbor Parent Portal or telephone school office <b>before 8.40am</b> (most important if a school dinner needs to be ordered)
Your child has an appointment	Report via Arbor or email the school office and the Class Teacher and collect and return child via school office
You are changing address or contact information	Modify your details on Arbor Parent Portal or Notify school office
You are changing your emergency contact number(s)	Modify your details on Arbor Parent Portal or Notify school office
You are moving out of the area and changing school	Write a letter/email to the Headteacher/Class Teacher
Your family domestic arrangements are changing	Speak to or write a letter to the Headteacher
You think you may be eligible for free school meals	Obtain form from school office
You are worried about your child's progress	Make an appointment with Class Teacher
You wish to make a formal complaint	Write to the Chair of the Governors, c/o the school
You wish to contact the Governing Body	Write to the Clerk to the Governors, c/o the school
You wish to withdraw your child from any aspect of school	Email / Telephone Headteacher
You require support for child's visit or journey	Contact trip lead or email/telephone Headteacher
Your child develops head lice or an infectious disease	Contact school office immediately
You are sending money into the school (e.g. fundraising sales/mufti days)	Send in a <u>sealed and clearly named</u> envelope via the <b>Class Teacher</b> in all cases
You think your child has lost clothing	Check in Lost Property chest at front of school in first instance and then Class Teacher
You witness dangerous or inconsiderate parking by a parent/visitor	Photograph vehicle and registration number and contact police / Surrey CC
You are worried about the safety of your child	NEVER DELAY – Telephone the school immediately
You find school property at home	Please return to school as soon as possible
You wish to see the published OFSTED report	See school / OFSTED website

# ST. ANNE'S CATHOLIC PRIMARY SCHOOL

## UNIFORM POLICY

Experience has taught us the value of uniform dress in school. The vast majority of parents realise this and their co-operation has been of great help to us. We are very grateful to them.

Common sense is a reasonable guide in these matters and all will appreciate the reasons for the rule that extremes of fashion in shoes, clothing and hair styles will not be permitted in school. Long hair must be tied back.

Every article of dress and equipment should be clearly marked with the pupil's name.

The school uniform supplier holds a stock of St. Anne's School sweatshirts, cardigans, summer dresses, PE shorts, PE t-shirts, ties, etc. They also sell the other general items of school uniform. However, the grey trousers, grey skirts/pinafores, shirts, blouses, green and white checked summer dresses, etc. can be purchased from most chain stores if preferred.

Parents of new entrants may concentrate initially on the necessary uniform items for the first term, and gradually add other items as required.



Mrs C Martin  
Headteacher

P.S. The PFA holds regular 'Good-as-New' sales of items of uniform which have been donated back to school as children outgrow them.



# School Uniform

Girls	Boys
White Blouse (not sleeveless)	White Shirt
Charcoal Grey Knee-length pinafore or Skirt (flared or pleated) or grey tailored straight-leg trousers*	Plain Charcoal Grey School Trousers or Shorts (jeans not permitted)
School Tie (Clip-on Tie option for Foundation &KS1)	School Tie (Clip-on Tie option for Foundation &KS1)
Bottle Green V-Necked Jumper, Sweatshirt or Cardigan	Bottle Green V-Necked Jumper, Sweatshirt or Cardigan
School Blazer and Badge (Optional)	School Blazer and Badge (Optional)
Bottle Green, Grey or White Socks (ankle or knee) Bottle Green or Grey Tights in Winter	Plain Grey Socks
Green & White Summer Dress	Grey Shorts in Summer
Black Shoes	Black Shoes
PE	PE
School Tracksuit Bottom/Top	School Tracksuit Bottom/Top
School Printed T-Shirt/Plain White T-Shirt	School Printed T-Shirt/Plain White T-Shirt
Black Shorts	Black Shorts
Black Tracksuit Trousers (alternative to school tracksuit)	Black Tracksuit Trousers (alternative to school tracksuit)
Black or White Slip-on Plimsolls/Trainers	Black or White Slip-on Plimsolls/Trainers
White Socks	White Socks

\*not skinny fit, leggings or fashion trousers; i.e. trousers that do not show the shape of the leg

## Coats

Plain Dark Coloured Coat/Raincoat/Anorak, e.g. Dark Green, Navy, Grey or Black.

## Bags

Green School Reading Folder (This is the preferred option for Reception Children, NOT a rucksack.)

Green School Reading Folder/Small Green Rucksack (Years 1 & 2)

Green /Dark Coloured Rucksack (KS2)

Green/Dark Coloured PE/Shoe Bag

**Please ensure all clothing is labelled.**



# Xavier Term & Holiday Dates 2025-26



	September Autumn Term 2025	October	November	December
Monday	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
Tuesday	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30
Wednesday	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
Thursday	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
Friday	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
Saturday	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
Sunday	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28

	January Spring Term 2026	February	March	April Summer Term 2026
Monday	5 12 19 26	2 9 16 23	2 9 16 23 30	6 13 20 27
Tuesday	6 13 20 27	3 10 17 24	3 10 17 24 31	7 14 21 28
Wednesday	7 14 21 28	4 11 18 25	4 11 18 25	1 8 15 22 29
Thursday	1 8 15 22 29	5 12 19 26	5 12 19 26	2 9 16 23 30
Friday	2 9 16 23 30	6 13 20 27	6 13 20 27	3 10 17 24
Saturday	3 10 17 24 31	7 14 21 28	7 14 21 28	4 11 18 25
Sunday	4 11 18 25	1 8 15 22	1 8 15 22 29	5 12 19 26

	May	June	July	August
Monday	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31
Tuesday	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25
Wednesday	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26
Thursday	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27
Friday	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28
Saturday	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
Sunday	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30

## Bank and Public Holidays 2025/2026

- |                |                                      |                      |                                  |
|----------------|--------------------------------------|----------------------|----------------------------------|
| Christmas Day  | - Thursday 25 <sup>th</sup> December | Easter Monday        | - Monday 6 <sup>th</sup> April   |
| Boxing Day     | - Friday 26 <sup>th</sup> December   | May Day Bank Holiday | - Monday 4 <sup>th</sup> May     |
| New Year's Day | - Thursday 1 <sup>st</sup> January   | Spring Bank Holiday  | - Monday 25 <sup>th</sup> May    |
| Good Friday    | - Friday 3 <sup>rd</sup> April       | Summer Bank Holiday  | - Monday 31 <sup>st</sup> August |

- |               |                          |                 |                          |           |                          |
|---------------|--------------------------|-----------------|--------------------------|-----------|--------------------------|
| Start of Term | <input type="checkbox"/> | School Holidays | <input type="checkbox"/> | Inset Day | <input type="checkbox"/> |
| End of Term   | <input type="checkbox"/> | Public Holidays | <input type="checkbox"/> |           |                          |



## Xavier Term & Holiday Dates 2025-26



### Autumn Term 2025

**Inset Day**

Tuesday 2<sup>nd</sup> September

Wednesday 3<sup>rd</sup> September

**Term starts**

Thursday 4<sup>th</sup> September

**Xavier Inset Day**

Friday 3<sup>rd</sup> October (Joint for Primary Schools)

**Half Term**

Monday 27<sup>th</sup> to Friday 31<sup>st</sup> October

**St Francis Xavier Day (School closed)**

Monday 1<sup>st</sup> December

**Term Ends**

Friday 19<sup>th</sup> December

### Spring Term 2026

**Term starts**

Monday 5<sup>th</sup> January

**Half Term**

Monday 16<sup>th</sup> to 20<sup>th</sup> February

**Xavier Inset Day**

Friday 13<sup>th</sup> March (Joint for Secondary Schools)

**Term ends**

Friday 27<sup>th</sup> March

### Summer Term 2026

**Term starts**

Monday 13<sup>th</sup> April

**Bank Holiday**

Monday 4<sup>th</sup> May – Early May Bank Holiday

**Half Term**

Monday 25<sup>th</sup> May to Friday 29<sup>th</sup> May

**Inset Day**

Friday, 12<sup>th</sup> June

**Terms ends**

Friday 17<sup>th</sup> July



**St Anne's Catholic Primary School**

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