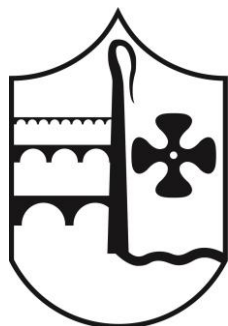


# St. Cuthbert's Catholic First School 2024 -2025

Part of the Bishop Bewick Catholic Education Trust

*In God's family, we love, we grow, we learn*



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School website: [www.st-cuthbertsrc.northumberland.sch.uk](http://www.st-cuthbertsrc.northumberland.sch.uk)



## Welcome from Mrs McGregor

I extend a warm welcome to our new and existing families to St Cuthbert's. Please read the following information carefully as it sets out what you will need to know for the year ahead.

Should you have any further questions or concerns you may find further information on our website or please do not hesitate to contact us here at school.

We believe in an equal partnership between home and school, as parents you are the first educators of your child and this responsibility continues as your child travels along their educational journey. Building a strong partnership between home and school will produce the best outcomes for your child. We are part of the Bishop Bewick Catholic Education Trust, read our common values [here](#)

St Cuthbert's is a very special place where every member of staff develops positive relationships with the children which enable them to feel secure, valued and able to learn.

I am extremely proud to be the head teacher of this wonderful school.

Clare McGregor  
Head teacher



## School Day

Early Years (Nursery & Reception)		Class 2 (Key Stage 1)		Class 3 (Lower Key Stage 2)	
8:40	Doors open	8:40	Doors open	8:40	Doors open
8:45	Registration	8:45	Registration	8:45	Registration
9-11:30	Learning indoors and outside	9-11:45	Morning lessons including break time	9 – 11:55	Morning lessons including break time
11:30-12:30	Lunch	11:45-12:45	Lunch	11:55-12:45	Lunch
11:45	Morning Nursery session finishes				
12:15	Afternoon Nursery session starts	12:45-3:15	Afternoon lessons including break time	12:45-3:15	Afternoon lessons including break time
12:30-3:15	Learning indoors and outside				
3:00	Story time	3:00	Story time	3:00	Story time
3:15	End of school day	3:15	End of school day	3:15	End of school day

## Security & Access

Your children are in our care and while parents and visitors are most welcome, in the interests of security everyone must report to the main office in the first instance.

The car park is for staff use only and parents are not permitted to enter / leave school via the car park.

Access to EYFS - via the path at the front of the school the EYFS gate will be locked at 9am

Access to Class 2 & 3 – via the main yard from 8:30am doors open 8:40 – 8:45am; please note there is no supervision during this time. We expect all children to be brought to and collected by an adult. Please inform us if someone other than a parent is collecting your child/ren. All gates are locked during school hours and parents/visitors must enter via the office.

## St Cuthbert's Local Governing Committee

Chair of Governors	Barbara Simpson (Foundation Governor)		
Foundation Governors	Peter Johnson	Fr Shaun O'Neill (Parish Priest)	
	Judy Crow	Sheila Johnson	
Elected Parent Governor	Louise Martin (Elected Parent Governor/Safeguarding governor)		
Staff Governor	Katie Dyer	Head teacher	Clare McGregor

There is more information on our website about each of our governors and what their role is.

Our Parish Priest Father Shaun O'Neill (Our Lady & St Cuthbert's RC Church, Ravensdowne)

## Teaching & support staff

Early Years	Mrs Katie Turnbull (Tue-Fri) & Mrs Caroline Wilson (Monday)
Years 1 & 2	Miss Abbie Thompson
Years 3 & 4	Mrs Katie Dyer (Mon-Thurs) & Mrs Caroline Wilson (Friday)

Head teacher / Designated safeguarding lead Mrs Clare McGregor

Deputy Head / Deputy designated safeguarding lead Mrs Katie Dyer

SENDco Mrs Katie Dyer

Higher level teaching assistant	Mrs Adele Gillon		
Teaching assistants	Miss Fiona Bruce	Miss Anne Wallace	
	Mrs Linda Moffat	Miss Karen Prior	Miss Louise Martin



## Non – teaching staff

School administrator	Mrs Louise Newton
Caretaker	Mr George Allan
School Cook, Breakfast & After school club lead	Mrs Kristina Smilgiene
Cleaner	Mrs Lizander Horsfall
Catering assistant	Mrs Anna Kopec
Lunchtime supervisors	Miss Louise Martin Mrs Kara Wedderburn

We use the **PARENT PAY** system for making payments for meals/trips and correspondence. Please see Mrs Newton in the office for more details and how to set up your account.

### Attendance/Absence from School

At St. Cuthbert's we believe that good attendance is central to good learning and achievement. A child's attendance record is regarded as a serious matter. We record and monitor attendances, a legal requirement and expect a minimum of **96%** attendance.

You should contact us by **9.30am** on the first day of absence if your child is ill either by telephone, in writing or in person. If no contact has been made by 9:30am it will be followed up by our office staff.

Where a child's level or pattern of absences becomes a concern we will discuss this with the parent or carer and may involve the services of our Educational Welfare Officer (EWO) to help improve the situation.

### Appointments

Please try to avoid appointments in school time; if children are removed from school for medical or dental appointments they should be signed out at the school office. On their return, a return time should be recorded. Please bring the appointment card or letter to the office so that it can be copied. Please **ensure we have the most up-to-date emergency contact** information and do remember to let us know during the year if these change. The office holds administration information files on all children with 2 parents/carers contact numbers and **2 emergency contact numbers at least.**

### Requests for Leave of Absence, including holidays

We discourage taking holidays during term time. It makes it difficult for your child to catch up with their work when they return. Absences will be unauthorised (except in exceptional circumstances) and may result in the Educational Welfare Officer (EWO) contacting you and/or issuing you with a Fixed Penalty Notice (FPN). Please request permission for absences during term time by completing a request form which is available on the school website or from the office. Holidays in term time will not be authorised unless there are exceptional circumstances.

### Punctuality



It is important that all children arrive on time for the beginning of the school day. This helps them start each day in the right way. Children who have not arrived in school by 8.45am will be marked as a late arrival unless parents have previously notified school of a reason for absence. Parents will be contacted if the time of their child's arrival at school becomes a cause for concern. **Please note children are much happier and settled if they arrive before the school doors close at 8:45am.**



### Contacting school

**PLEASE ENSURE WE HAVE UP TO DATE CONTACT INFO**

Should you wish to contact the school in the first instance we recommend that you speak directly to your child's class teacher. If you feel the matter is more serious then you may speak to the head or deputy head teacher. We contact parents through the School Comms system text and e-mail messaging service and for payments. We will telephone with regard to attendance, behaviour or safety issues if needed. Please see Mrs Newton for information on how to set up your School Comms account.

WE ARE A PAPERLESS SCHOOL SO PLEASE INFORM US IF YOU DO NOT HAVE E-MAIL SO WE CAN ARRANGE PAPER COPIES OF LETTERS

## Homework



In line with Government guidelines, weekly homework is given in all classes. We greatly value parental support with homework. Children are rewarded with 'golden time' for completion. We expect children to undertake frequent reading and each class has its' own reward system for 'regular readers'.

## Website [www.st-cuthbertsrc.northumberland.sch.uk](http://www.st-cuthbertsrc.northumberland.sch.uk)

Please ensure you check our school website which has more detailed information as well as policies, holiday dates and a calendar for the school year. Details can also be found regarding the curriculum and assessment information. Our Facebook page can also be accessed via the website.

## Home/School Agreement



In line with a government directive we ask all children and parents or carers to sign our Home/School Agreement. (This will be sent home in paper form soon). This aims to develop links between home and school, sharing common ideas and working together for the benefit of the children. Parents, children and the school are asked to sign this agreement at the start of your educational journey with us. We understand that a strong partnership between home and school ensures the best outcomes for your child.



## Breakfast Club

Is open daily from 8:15am a cost of £1 or 50p for those in receipt of free school meals. Payment must be made on the day via Parent Pay. Please arrive before 8:30am for breakfast. Check if you're eligible for free school meals here; <https://www.gov.uk/apply-free-school-meals>

## 'Cuddies' After School Club

Cuddies club runs daily in school between 3:15pm-5:15pm at a cost of £3 per hour, payment should be made via Parent Pay. Please contact the office to book. We also run after school clubs until 4pm – we will tell you about these each half term.



## School Uniform

White polo shirt  
Red school jumper or cardigan **with the school badge**  
**Grey** shorts / pinafore / skirt / trousers  
Red and white summer dress  
Black shoes – easy fastening

## PE Kit –to be worn on PE days

Red t-shirt **with the school badge**  
Plain black shorts or joggers (no logos or emblems / no leggings)  
Trainers (*no laces unless your child can tie/untie themselves please*)  
School hoodie

Uniform can be ordered and purchased from the school office. Uniform is not compulsory for Nursery children but please make sure they can manage their clothes and have spare clothes and underwear in a bag everyday!

Go to [unifornerley](http://unifornerley) to find good quality second hand uniform for sale at the office.

**IMPORTANT:** All uniform should be clearly marked with child's name. **Earrings & necklaces are not allowed in school and must be fully removed not covered over**, except for wristwatches, which have to be removed for PE, Games and Swimming etc. If parents wish to have their children's ears pierced, it is suggested this is done at the beginning of the summer holiday, so that by the time the autumn term starts, studs can be removed. Any child who has not followed this advice will be asked to remove any earrings during the school day. Laces should only be worn to school if your child can tie and untie them independently. **Long hair should be tied up for school.**

We greatly appreciate the support of parents in this policy.



### **School meals**

All children from Reception – Year 2 are entitled to a free school lunch. For Nursery, Year 3 & 4 pupils the cost of a hot dinner is £2.50 per day, payment should be made via Parent Pay. The current school menu can be found on our website.

Your child may be entitled to **free school meals** - you can apply online for an eligibility check or speak to Mrs Newton in the school office. If you do qualify not only will your child receive free school meals but the school will also receive funding which we use to improve education for your child – this may involve extra staffing, resources, reductions for breakfast club & school trips etc. **So even if your child is currently in Rec-Y2 please still check in case you are eligible as there are many extra benefits.** Check if you're eligible for free school meals here; <https://www.gov.uk/apply-free-school-meals>

Free fruit is provided for all children every day and milk is available daily to all children until the term after their 5<sup>th</sup> birthday. After this, children may pay for milk – please contact the office to order this for your child.

All children should have a water bottle in school everyday - this should be filled with **water only** (no juice or flavoured water). Water bottles are available to buy from the office. Juice/flavoured water is allowed at lunchtime as part of a packed lunch and is sometimes served with hot dinners.

### **Swimming**

All children from Year 1 – 4 go swimming. Class 2 on Thursday afternoons and Class 3 on Friday afternoons. This is part of the curriculum and children should not miss swimming if they are in school. Swimming is a vital life skill and of huge importance considering our proximity to the River Tweed and the North Sea. We walk to and from the swimming pool all year round so please make sure your child has a suitable coat for the days they swim and clothes they can easily manage (e.g. socks may be more manageable than tights etc.)



### **FOSC (Friends of St Cuthbert's)**

All parents are automatically 'Friends of St Cuthbert's' members! We always appreciate ideas and offers of help for things like; discos; bingo nights; fairs etc. So please get involved whenever you can.



We hope you have all the information you need but if there is anything please just give us a call or pop in to speak to one of us – we are here to help and make your child's education and school life the best it can be! Lots more information can be found on the school website.

**PLEASE KEEP THIS INFORMATION FOR FURTHER REFERENCE**