



**ST RICHARD REYNOLDS CATHOLIC PRIMARY SCHOOL**

**Primary**  
**PARENT HANDBOOK**  
**2016 – 2017**

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## **1. INTRODUCTION**

We believe that education is a partnership between home and school. Teachers, children and parents must work together in an atmosphere of mutual respect. You have been your child's first teacher and we take great pleasure in joining with you in that activity to further your child's development.

The purpose of this handbook is to provide you with the key information you need to help your child to be successful and happy at St Richard Reynolds Catholic College. Please do not hesitate to contact the College should you require any further information or clarification of anything detailed in this Handbook. Your first point of contact should be your son or daughter's Class Teacher who can be contacted by email or by phoning the College Office.

## **2. OUR CATHOLIC MISSION AND IDENTITY**

*A community rooted in the love of Christ and learning to become the people God calls us to be*

St Richard Reynolds Catholic College exists to provide, in partnership with parents and the Church, a Catholic education which inspires each pupil to fulfil their God-given potential and to give them the knowledge, skills, values and confidence to lead a life of happiness and service. We bear witness to our faith in Our Lord Jesus Christ through our teaching and learning, the love we show each other and our response to the call of God in prayer.

With God's help, we strive to be a community where the gifts of the Holy Spirit are evident in our daily lives: love, peace, faithfulness, joy, goodness, gentleness, patience, self-control and kindness.

Our mission and identity as a Catholic College is central to all our work. Each morning will begin with an Act of Worship, either as part of an assembly or as a class. The Church's Liturgical Year will be reflected in school routines and events. Whole College Masses are held when Holy Days of Obligation fall on a school day and on key occasions in the College year.

We are very grateful to the local clergy for supporting the College by celebrating Mass for us. Fundraising for charity, especially at Lent and Advent, is a key part of College life; pupils respond to this challenge with generosity and enthusiasm. Recent charities have included Mary's Meals, Toilet Twinning, Cafod and Cancer Research.

### 3. SAFEGUARDING

Keeping children safe and well is of paramount importance to us. If you have any concerns about the wellbeing of a pupil, please contact Ms. Anne Murphy, the designated senior person with responsibility for this.

#### The School Identity and Mission

- Pupils taught to value themselves and others – Videte Bona Domini
- Pupils come first, are listened to and loved
- We have clear, robust routes for raising concerns – No concern is too small to be noted
- School Council elected and active
- Good relationships with all our stakeholders are critical – pupils, colleagues, parents, governors and other professionals are highly valued
- We have an open door policy
- Pupils know how to keep themselves safe
- Relevant policies are on our website

#### Employing Staff

- Safeguarding is referred to in job adverts and person specifications
- Interview questions include child protection issues
- References are obtained
- A single central record is maintained and detailed procedures exist in relation to this area
- All statutory checks are carried out on staff
- Safeguarding information is provided to visitors

#### Staff Training

- A robust induction programme
- Regular child protection training
- E safety guidance and training
- Governor involvement in training
- Training opportunities to respond to staff and pupil needs
- First aid trained staff, including paediatric first aid, administration of Epipen, Midazolam



### How we keep our pupils safe at St Richard Reynolds Catholic College

#### A Safe Environment

- Ongoing risk assessments and routine daily / weekly checks
- Daily routines, e.g. first day absence phone calls, visitor sign in, pupil sign in after school
- Teaching routines to pupils to ensure good behaviour
- Staff duties before and after school, and during breaks
- Parent Mail and text messaging to communicate unexpected changes to routine
- Classroom displays, e.g. behaviour, e safety
- Regular fire drills
- Site security, e.g. electronic gates, cameras
- Data protection training and working practices (e.g. clear desk policy, shredding)

#### Teaching and Learning

- The College delivers a curriculum that is engaging and relevant
- The College minimises barriers to participation through appropriate interventions
- Pupils are taught how to keep themselves safe e.g. e-safety, cyberbullying risks, Sex and Relationship education policy
- The College promotes positive relationships
- The College behaviour policy teaches pupils to take responsibility for their own actions
- Delivery of key messages through assemblies (e.g. e safety, wellbeing)

#### Well-being Support

- Form Tutors are available to their forms
- Pastoral Leaders
- Extra-curricular provision
- PSCH (eg emotional health)
- School nurse service – Weds drop-ins
- a quiet 'haven' for pupils in LSD
- Support for pupils with social, emotional, mental health issues through LSD programmes eg social skills
- Pupil Worry box
- Liaison with external agencies eg Strengthening Families

#### College Policies and Procedures

- Safeguarding Children and Child Protection
- Health and Safety
- Anti bullying
- Whistleblowing
- SEN
- Behaviour
- Attendance
- Support for pupils with Health Condition and Administration of Medicines
- Complaints
- Safer recruitment, SCR and DBS checks
- Grievance and disciplinary

#### 4. PASTORAL AND HOUSE SYSTEMS

Your child's class teacher should be your first port of call for any concerns or queries you may have as they will know your child best. If necessary, they may redirect you to another member of staff.

##### House System

From October half-term in Reception, every child is put into one of our six houses. Each house is named after a biblical character and has an associated colour and a head of house. The colours match with the colours of the High School House System, to allow for joint events, but are not the same houses and heads of houses are teachers and TAs, who the children are familiar with. Please note that siblings are placed in the same house.

The houses are as follows:

House Name	House Colour	Head of House
Elizabeth	light blue	Miss Sheehan
Hannah	yellow	Mr Hasker
Mary Magdalene	green	Mr Roy
Moses	orange	Mr Turner
Noah	dark blue	Mrs O'Byrne
Peter	purple	Miss McEvoy

Children can earn house points, which lead to individual and house rewards. When individuals gain a certain amount of house points they are awarded with reward badges (Bronze, Silver, Gold and Principal Award) which can be worn proudly on their school jumpers. House points are collated twice per half-term and houses with the most house points gain a number of privileges. These include; their house colour ribbon being displayed on the house cup and a special lunchtime on a Friday. The house with the most house points at the end of the year, receive a special treat, which is decided by both staff and children.

To encourage children to interact within their house and not just their classes, there are a number of house activities and events throughout the year. Each lunchtime children sit in their houses to allow them to get to know each other and for the older children to help and set a good example to the younger children. House days are also held throughout the year where children take part in activities outside of the curriculum with the rest of the members of their house. As the school grows, the intention is to develop house charity events, as well house sporting events.

## 5. TERM AND HOLIDAY DATES 2016-17

Please see the College website for a complete calendar.

### Autumn Term 2016

Start of term	Monday 5 <sup>th</sup> September (Year 1 – 3) Wednesday 14 <sup>th</sup> September (Reception Staggered start begins) Wednesday 28 <sup>th</sup> September (Reception go full time)
Half Term	Monday 24 <sup>th</sup> October to Friday 28 <sup>th</sup> October
End of Term	Wednesday 21 <sup>st</sup> December (12:30 finish)

### Spring Term 2017

Start of Term	Thursday 5 <sup>th</sup> January
Half Term	Monday 13 <sup>th</sup> February to Friday 17 <sup>th</sup> February
End of Term	Friday 31 <sup>st</sup> March (12:30 finish)

### Summer Term 2017

Start of Term	Tuesday 18 <sup>th</sup> April
Half Term	Monday 29 <sup>th</sup> May to Friday 2 <sup>nd</sup> June
End of Term	Friday 21 <sup>st</sup> July (12:30 finish)

### Planned school closure dates for 2016/17

Friday 25 <sup>th</sup> November 2016	School closure
Monday 20 <sup>th</sup> February 2017	staff training
Friday 28 <sup>th</sup> April 2017	staff training
Tuesday 2 <sup>nd</sup> May 2017	staff training
Friday 26 <sup>th</sup> May 2017	staff training
Monday 5 <sup>th</sup> June 2017	staff training
Monday 1 <sup>st</sup> May 2017	Bank Holiday

*Please look at the website throughout the year for any changes or further early close dates.*

### Other important dates for 2016/2017:

1. Primary Curriculum Evening (All years)	Wednesday 21 <sup>st</sup> September
2. Autumn Parents' Consultations A	Wednesday 12 <sup>th</sup> October
3. Autumn Parents' Consultations B	Wednesday 19 <sup>th</sup> October
4. Reception and Year 1 Christmas Production	Thursday 15 <sup>th</sup> December (am)
5. Year 2 and 3 Christmas Carols	Friday 16 <sup>th</sup> December (tbc)
6. Primary Curriculum Evening (Reception & Year 2 only) –	Wednesday 11 <sup>th</sup> January
7. Optional Parent consultation meetings	Wednesday 18 <sup>th</sup> January
8. World book day	Thursday 2 <sup>nd</sup> March
9. Spring Parents' Consultations A	Wednesday 22 <sup>nd</sup> March
10. Spring Parents' Consultations B	Wednesday 29 <sup>th</sup> March
11. St Richard Reynolds Feast Day	Friday 5 <sup>th</sup> May
12. Reports to parents	Friday 7 <sup>th</sup> July
13. Sports Day	Friday 14 <sup>th</sup> July (am at SMU)

## 6. THE SCHOOL DAY AND ROUTINES

Pupils may be on the school site from 8:30am and should be accompanied by an adult until their class teacher is present and the bell/whistle signals the time to line up. Pupils should then proceed to walk quietly and form a line by their class teacher ready to enter the building.

We aim to support all children and parents in separating at the beginning of the day. Although it is hard if your child is crying at the start of the day, have the courage to leave. We will take great care to ensure your child is happy and children usually settle quickly and happily. We will always ring you if there is a problem or communicate in the home-school diary if they have taken a long time to settle.

At the end of the school day, pupils must wait until they have been given permission by an adult to leave the school. Pupils should be collected promptly and in the event of late collections pupils may be taken to the school office.

Please be mindful of other children and parents as you leave the school sight. Please do not allow pupils to swing on the bike racks or climb on the fences.

### The school day

Monday to Thursday		Friday	
<b>8:45</b>	School starts	<b>8:45</b>	School starts
<b>8:50</b>	Registration and Lesson 1	<b>8:50</b>	Registration and Lesson 1
<b>9:40</b>	Lesson 2	<b>9:40</b>	Lesson 2
<b>10:30</b>	Break	<b>10:30</b>	Break
<b>10:50</b>	Lesson 3	<b>10:50</b>	Lesson 3
<b>11:45/12:00</b>	Lunch	<b>11:45/12:00</b>	Lunch
<b>1:00</b>	Lesson 4	<b>1:00</b>	Lesson 4
<b>2:10</b>	Lesson 5	<b>2:10</b>	Assembly
<b>3:10</b>	Dismissal	<b>2:50</b>	Dismissal

## 7. ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are essential to ensuring that your child gets the most out of their time at school. They are also important life skills that your child will need as they get older.

### ***Punctuality***

- Please ensure that your child arrives in time for the start of school at 8.45am. Pupils and parents can arrive on site from 8.30am, so there is really no reason for anyone to be habitually late. Late arrivals are disruptive for the child who is late and also for the other pupils who will have begun lessons. No child should be on the school grounds before 8.30am.
- Prompt pick-ups after school are also really important. Pupils can become distressed when waiting for parents and looking after them requires supervision which deflects staff from other important work. Please phone us if you are going to be late.

### ***Attendance***

If your child is not well enough to come into school, please telephone or email the College Office to explain. When your child returns to school, she or he should bring a note signed by their parent or guardian confirming the reason for their absence. In Reception/Key Stage 1 this may be written in their red home-school communication book.

Medical and dental appointments should ideally take place outside school time but when this is not possible, please write a note to your son or daughter's Class Teacher giving the time of the appointment. Other requests for absence should be referred to the Principal and will only be granted in exceptional circumstances.

### **Absence Procedures:**

- Parents/carers are asked to telephone or email the school **each day** if a child is unable to attend school. The school office team will note the call and put the appropriate mark in the register along with a comment explaining the absence.
- On the first day of absence, if no note or telephone call is received from the parent/carer by 10:00am the College will endeavour to contact them that morning by telephone or email messages.
- The child should bring a note signed by their parent confirming the reason for their absence when they return to school.
- Class teachers are authorised to give permission in advance for pupils to be absent for medical or dental treatment if this must occur in school time. All other requests for absence should be referred to the Principal.

For further details please refer to the SRRCC Attendance and Punctuality policy.

## **8. COMMUNICATION**

Good communication is central to a successful Home-College partnership. Should you become aware of a problem, pastoral or academic, that you wish to discuss with the College, please contact your child's class by note or e-mail, in the first instance. This person will know your child better than anyone else at school.

A weekly bulletin is issued by the Primary Team to ensure parents are kept informed with relevant updates and information. There is also a half termly newsletter. Both of these will be sent out to parents via parent mail. Please ensure the college has the correct contact details for you.

Queries about the school day, payments or other issues can be dealt with by the College Office. Their opening hours are 8am to 5pm.

School Address: Clifden Road  
Twickenham  
Middlesex  
TW1 4LT

Phone number: 020 8325 4630

Email: [office@srrcc.org.uk](mailto:office@srrcc.org.uk)

Web page: [www.strichardreynolds.org.uk](http://www.strichardreynolds.org.uk)

School Twitter Feed: StRRCCollege

As stated in the Home-College Agreement, we will keep you fully informed of your child's progress. You will receive information on this on four occasions during the year, including three parent consultation meetings and an end of year report.

## **9. TEACHING AND LEARNING**

Our College Vision forms the basis our curriculum. Our core purpose is to provide outstanding learning and teaching opportunities for all of our pupils. Accordingly, our curriculum aims to challenge them – according to their ability and recognising individual needs – to reach the highest standards of personal achievement. It provides varied co-curricular experiences, as well as progression within and between Key Stages.

The Curriculum is reviewed annually by the Governing Body.

Religious Education is at the heart of our curriculum. Our staff strive to plan and deliver a Religious Education programme which meets the needs of all children and will make provision for the spiritual, moral, social and cultural development of their pupils within a Catholic context. We work closely with parents to build upon and extend Religious Education begun in the home.

Pupils in the Primary School currently receive specialist input from colleagues in the High School in Art, PE, French and Music. There is also extra-curricular provision offered by a number of after-school clubs specialising in Tennis, Martial Arts, Dance and Computing.

Further information on the Primary School Curriculum is shared at the Curriculum evenings or Curriculum Letters and on the website in the SRRPCS Curriculum Statement 2016-17.

## **10. STARTING SCHOOL - THE RECEPTION YEAR**

We want to make your child's entry into Reception a happy one. We have visited you and your child in your homes and there have been opportunities for you to visit school with your child and spend some time in the classroom with their teacher and the teaching assistant.

During the Reception year your child will:

- Develop confidence
- Establish a good relationship with the teacher and teaching assistants
- Develop relationships with other children
- Learn new routines
- Learn to listen to the teacher and each other
- Develop the ability to concentrate
- Develop independence
- Help the teacher establish the correct learning environment and curriculum through carefully focused observations

Each day your child will participate in a variety of activities, some of these will be led by an adult and others will be self-initiated. At St Richard Reynolds we recognise the importance of play in the Early Years curriculum. Young children learn by interacting with their environment – people, materials, information. They want to discover how and why things happen. They learn through 'doing'. PLAY is an essential part of this learning experience.

However, this play is not just entertaining activities. It is well structured and planned to take account of the children's needs. All of the seven areas of learning will be taught through 'play' activities.

Play and Exploration is a fundamental part of learning in Reception. It means children will be able to choose activities where they can engage with other children or adults or sometimes play alone. During these activities the children will learn by first-hand experiences; by actively

'doing' as well as through scaffolding and modelling by adults. We will provide them with sufficient space both indoors and outdoors, time and choice with a range of activities. There will be a good variety of planned and prepared activities, as well as allowing time for the children to initiate their own learning. Activities will be planned through discussion with the children around their current interests, as well as taking into account their learning styles and stages of development. Our environment will enable children to try things out and make sense of relationships, allowing all children to fulfil their potential.

Learning in Reception follows the requirements laid out in the Early Years Foundation Stage, a new curriculum which became statutory in September 2012. It follows seven areas of learning comprising of three Prime areas of learning and four Specific areas of learning. The Prime areas; Personal, Social and Emotional Development. Communication and Language and Physical Development underpin the essential skills that children need to grasp to ensure success in the four specific areas of learning. These are Literacy, Mathematics, Understanding the World and Expressive Arts and Design. At the end of the Reception year judgements will be made against the seventeen Early Learning Goals from these areas of learning. In addition to the seven areas of learning, there are three Characteristics of Effective Learning and a short commentary will be provided to outline how your child learns best.

### EARLY YEARS FOUNDATION STAGE - AREAS OF LEARNING

EYFS Areas of learning			
3 prime areas of learning	Personal, Social and Emotional Development <ul style="list-style-type: none"> <li>• Making relationships</li> <li>• Self-confidence and self-awareness</li> <li>• Managing feelings and behaviour</li> </ul> Communication and Language <ul style="list-style-type: none"> <li>• Listening and attention</li> <li>• Understanding</li> <li>• Speaking</li> </ul> Physical Development <ul style="list-style-type: none"> <li>• Moving and handling</li> <li>• Health and self-care</li> </ul>	4 Specific areas of learning	Literacy <ul style="list-style-type: none"> <li>• Reading</li> <li>• Writing</li> </ul> Mathematics <ul style="list-style-type: none"> <li>• Numbers</li> <li>• Shape, space and measure</li> </ul> Understanding the world <ul style="list-style-type: none"> <li>• People and communities</li> <li>• The world</li> <li>• Technology</li> </ul> Expressive arts and design <ul style="list-style-type: none"> <li>• Exploring and using media and materials</li> <li>• Being imaginative</li> </ul>
3 characteristics of effective learning.	Playing and exploring <ul style="list-style-type: none"> <li>• Finding out and exploring, using what they know in their play, being willing to have a go</li> </ul> Active learning <ul style="list-style-type: none"> <li>• Being involved and concentrating, Keeping on trying, enjoying achieving what they set out to do</li> </ul> Creating and thinking critically <ul style="list-style-type: none"> <li>• Having their own ideas, using what they already know to learn new things, choosing ways to do things and finding out new ways.</li> </ul>		

## **OBSERVATION, ASSESSMENT AND REPORTING.**

As stated in the Home-College Agreement, we will keep you fully informed of your child's progress. You will receive information on this in a number of ways but namely at the Parents' Consultation meetings in October and March. There are also further dates which offer optional consultation meetings to discuss your child's progress and at the end of the year you will receive a written report.

Pupils are assessed throughout the year both formally and informally and class teachers will be looking to see whether pupils are on track to meet the expectations for the year in which they are working. End of year assessments are in line with national requirements and include the Early Years Profile at the end of the Reception Year, the Phonic Screening Check at the end of Year 1 and SATs at the end of Year 2.

## **11. HOMEWORK**

Children at St Richard Reynolds Primary School are expected to work very hard during the day and we encourage a variety of activities, including academic study, to be carried out at home. Homework reinforces and/or extends pupil's learning where it is relevant to the work that pupils are doing at school. We use the term "homework" to include any learning activity that pupils, individually or with their parents/carers, undertake outside school. In the Early Years Foundation Stage, parents play a particularly vital role in the education of their child. We expect that parents/carers will support their child's learning by spending a short amount of time each evening with their child on homework tasks. In Key Stage 1 & 2 parents continue to provide a vital role and it is expected that they will continue to support their child's learning and ensure that all homework tasks are completed. We also recognise the role that extra-curricular activities take including developing the child as a whole and encourage opportunities to develop physical well-being and creating outside of the classroom.

Further information on how to support your child with homework can be provided by your class teacher or found in the homework policy.

## **12. SCHOOL UNIFORM**

St Richard Reynolds Catholic College has a strict uniform policy which forms part of the Home-College Agreement. Our policy is intended to:

- Develop a strong sense of belonging to the St Richard Reynolds community
- Encourage pupils to take pride in their appearance and in their role as ambassadors for the College
- Educate pupils in the need to dress appropriately for different purposes

Uniform must be worn correctly at all times, including the journey to and from College. Please be conscious of the requirements of the school uniform dress code when purchasing shoes or clothing. Pupils will not be allowed to wear non-uniform items even if they have just been bought. If you are in any doubt about what is and is not acceptable, please ask one of the College's Leadership Team. The College Uniform Policy is available on the website or from the College Office.

Pupils are expected to wear the full College uniform, including the correct bags. If there is a problem which prevents your child from wearing the correct uniform, please send them to school with a note.

**ALL UNIFORM SHOULD BE CLEARLY NAMED**

### **PE kit**

PE kit should be kept at school in the correct bag. This will be sent home each half term to be washed and this is also an opportunity to check that names are clear on all items.

### **Outdoors**

Children need to explore and play outdoors. They have easy unlimited access to a secure outdoor area. This area is resourced so that the needs of the children are met. Children do access the outdoor areas all through the year and so need appropriate warm clothing. Please ensure that that your child has suitable outdoor clothes including a coat (Pupils in Reception may bring in wellington boots) and that shoes can be managed independently. Sunhats are required in the Summer Term.

### 13. BEHAVIOUR FOR LEARNING

#### Pupil Code of Conduct

*"Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind"; and, 'Love your neighbour as yourself.'"*

*Love the Lord your God...*

- Live out the Catholic values of our College
- Respect all people
- Respect our environment which is God's creation

*Love your neighbour...*

- Treat others with courtesy and consideration
- Never use language which puts other people down
- Speak to a teacher if you are worried about someone else
- Use lesson time and resources purposefully
- Move sensibly and courteously around the College
- Use outdoor areas in a way which respects other people
- Take responsibility for tidying up classrooms at the end of lessons.

*As you love yourself*

- Make sure you are ready to learn
- Follow the uniform code
- Co-operate with your teachers
- Attempt every task to the best of your ability and ask when you are not sure
- Spend the right amount of time and effort on your work

For everyone's safety and wellbeing, we do not allow the following items in College:

- Nuts
- Chewing gum
- Expensive items such as jewellery
- Fireworks
- Alcohol
- Drugs
- Cigarettes or smoking materials
- iPods or headphones
- Clothing which is not included in the uniform policy
- Make up or nail varnish
- Any items which could be used to harm another person

The Pupil Code of Conduct applies in College, on the journeys to and from College and on College trips.

## **Behaviour ladder**

Each class has a behaviour ladder displayed in their classroom and children move up and down the levels of the ladder each day, dependent on their behaviour, effort and achievements. All children start on a ready to learn level and remain on this level if their behaviour, effort and achievements are deemed as appropriate for their learning by the staff of the school- this is the expected level for all children. If children exceed expectations, they can climb the behaviour ladder and gain rewards for their efforts.

Children on the first positive level at the end of the school day will receive 2 house points and those on the second positive level will receive 5 house points. The highest level on the behaviour ladder is the 'Superstar' level and if children successfully reach this level, they will not only achieve 10 house points but their photo will also be placed on the 'Superstar Hall of Fame' display for the whole school to see.

Unfortunately, if children are moved down the behaviour ladder it means they have not reached the expectations of our staff in their efforts, behaviour or achievement and sanctions will be enforced. Children moving down just one stage will just be given a warning and time to correct their mistakes. However, if children continue to move down the ladder, they are likely to miss parts of or whole playtimes; have to write apology letters; fill in behaviour reflection sheets and complete any incomplete work. Parents will be contacted when teachers feel they should be informed of incidences and when their involvement is necessary.

## **Rewards**

At St Richard Reynolds Catholic Primary school, excellence will be celebrated in a number of ways. One of these ways is through the school's house point system. House points may be awarded for excellent progress or attainment in class work, participation in extra-curricular activities, high quality thinking and high standards of courtesy and consideration for others. House points are also automatically awarded if children reach any positive level of our behaviour ladder (please see information on behaviour ladder for details). Individuals and houses can achieve rewards when they have gained certain amounts of house points; such rewards are outlined in the house section.

As well as the school's house point system, a celebration assembly is held each week to celebrate the achievements of children both inside and outside of school and children with 100% attendance will be celebrated each term. Individual classes also have their own reward systems which can include stickers, certificates and table and whole class rewards. All staff believe strongly that children should be rewarded for their efforts and achievements and actively seek for opportunities to do this.

## **Sanctions**

At all times, our emphasis will be on promoting and rewarding excellent behaviour. In order to achieve this, we will deal firmly and fairly with behaviour which does not meet our expectations. Sanctions are in line with our behaviour ladder and the individuals involved and circumstances of an incident will always be considered so that an appropriate measure is imposed.

## **14. PUPIL WELFARE**

Communication about your child is key to ensuring that you child's class teacher can support them in the best possible way. Please do share information with your class teacher when events at home may cause your child to become upset or distressed such as the death of a pet, a house move, or parent working away. At such a young age what may seem like small things for you can have a much larger impact on their lives. If your child is in any way unhappy, please contact your child's Class Teacher in the first instance in order to discuss your concerns.

### **Friendship issues**

Even when your child has established a friendship or friendship group, there will be the inevitable spats between children-both at school and after school and this is just part of growing up and part of school life. It is very easy and totally understandable for parents to want to get involved in disputes and arguments between their children and their friends, but it rarely helps if a parent wades in with a heavy handed approach to the situation. Most conflicts can be resolved within the school environment with a reasoned discussion, and conflict handling and resolution are important life skills for a child to develop.

### **Healthy Eating**

We promote a healthy lifestyle and so we eat together as a community. Pupils have a wide range of healthy choices in the College canteen. In Key Stage 1 we also participate in the government fruit and vegetable scheme so that a healthy snack is available at morning break each day. In Key Stage 2 we ask parents to provide a fruit or vegetable based snack for pupils.

We ask that each child brings in their named water bottle to school each Monday and we will refill this during the week.

We appreciate that you may wish to send in a treat to share to celebrate your child's birthday and we suggest small cupcakes which can be shared during snack time or a small bag of sweets to be given out at the end of the day. Please always check with class teachers if there is any specific dietary requirements in your class. Alternatively, a nice book purchased for the class library makes a lovely treat that can be shared with the class.

***Please note that we are a nut-free school.***

## **Medical Matters**

Many members of the college staff are First Aid trained and this includes Paediatric Emergency Aid. We will deal with minor injuries and administer first aid as necessary. We will always advise you of a bumped head during the school day. In the event of a more serious accident, or your child being taken ill, we would contact you straight away and so we ask that the contact details we hold for you in school are up to date.

If at all possible medication should be given at home but if this medication must be administered in College, please complete a Consent Form (available from the College Office). Medication, including paracetamol, will not be administered without written permission. The medicine should be labelled with your child's full name, date of birth, class, the dose and frequency of the medication and given to your child's teaching assistant. If your child's medical needs are serious, then please contact the College Office to discuss them with the team.

If your child has a food allergy or intolerance, please contact our Healthcare Co-ordinator Jess McEvoy immediately to discuss further by e-mail ([j.mcevoy@srrcc.org.uk](mailto:j.mcevoy@srrcc.org.uk)).

Some families are eligible for free school meals but do not realise it. If you believe you may be one of these families, more information can be found at [http://www.richmond.gov.uk/free\\_school\\_meals](http://www.richmond.gov.uk/free_school_meals).

We have a school nurse, Charlie Pratten, who parents may contact for a self-referral to discuss medical needs of the pupils such as bed wetting, healthy eating and behaviour advice.

She can be contacted at Tel: 020 8917 4220

Email: [charlotte.pratten@hrch.nhs.uk](mailto:charlotte.pratten@hrch.nhs.uk)

## **15. EXTRA- CURRICULAR ACTIVITIES**

We are delighted that we have developed partnerships with a number of providers to offer a rich and varied extra-curricular programme for pupils. Many of the clubs that are offered are externally run and go through rigorous checks to ensure they are meeting college safeguarding requirements. Please ensure that you check details directly with clubs.

### **Music**

Music is a specialism at St Richard Reynolds, and is an integral part of school life. All pupils are developed as musicians through a curriculum that is largely practical, aiming to develop many different skills through the study of historical and contemporary musical styles. In addition to curriculum music, pupils are strongly encouraged to consider additional instrumental tuition. Individual or small group lessons are offered in many different instruments and in singing. To apply for lessons in school and for details of fees and discounts, please visit the Richmond Music Trust website.

## **16. FRIENDS OF ST RICHARD REYNOLDS CATHOLIC COLLEGE**

You are warmly invited to join the Friends in supporting our school community. The Friends of Saint Richard Reynolds (FoSRR) is an association that aims to:

- support the Catholic ethos and values of the College;
- develop and further a community of individuals who are supportive of the College;
- advance the education of pupils in the College;
- encourage effective relationships between staff, parents and others associated with the school;
- have fun in the process.

All parents are automatically members and we welcome anyone in the local community and beyond who would like to support our College.

Contact the current FoSRR Chair, Kevin Nolan: [fosrr@fosrr.org](mailto:fosrr@fosrr.org) or [chair@fosrr.org](mailto:chair@fosrr.org)