



# Parent Handbook

Taking you step-by-step through starting school

*Growing together*





### Clare Campbell, Headteacher, says...

It's great news that your son or daughter is starting at our wonderful school. Thank you for selecting us!

#### We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

#### Answering your questions

On page 11 is Key Information and pages 12-15 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 020 7226 3920 and we will be happy to help!

#### Policies and term dates

On Page 15 are details of some important policies you need to know about and on page 16 are details of term dates.

#### Welcome

Welcome to St. Joan of Arc Primary School and I look forward to getting to know you and your child.

## Step 1

### STEP 1: PUPIL ADMISSION FORM St. Joan of Arc Primary School

The information in this pack is confidential and will be held as long as is necessary in accordance with the School's Data Retention Policy. Please see our Privacy Notice on the school website for more information about how we use your/your child's data.

\*This information is Mandatory, all other information is voluntary but is used to ensure the safety and welfare of your child.

+This information, if given, can be retracted at any time upon request.

START DATE		
*Child's Surname	*Child's First Name	*Child's Middle Name
Date of Birth	Male/Female (Please circle)	
*Home Address		
* Postcode		
Borough	Parish	
*MOTHER (GUARDIAN)	*SURNAME	*FIRST NAME
Resident at above address Yes/No (Please circle)		
Address if different from above		
*FATHER (GUARDIAN)	*SURNAME	*FIRST NAME
Resident at above address Yes/No (Please circle)		
Address if different from above		
NAME OF PERSON TO BE CONTACTED IN AN EMERGENCY		
*1. Parent Contact - Name		
*Mobile	*Work	*Email
*2. Parent Contact - Name		
*Mobile	*Work	*Email
*3. Other Emergency Contact		*Relationship with child ( <b>Must be 16 or over</b> )
*Mobile	*Home	*Work
PREVIOUS SCHOOLING		
Name and Address of Nursery attended		
Name and Address of School attended		

Please tear here

The information requested below is voluntary, but is used to ensure the safety and welfare of your child.

Please tick to consent for the processing of your child’s data for medical purposes. ☐

Child’s Name	
Does your child have any special health needs/allergies? <b>(other than food allergies)</b>	Yes/No (Please circle)
If ‘Yes’ give details:	
Does your child need regular medication at school?	Yes/No (Please circle)
If ‘Yes’ give details:	
Does your child have Special Educational Needs (e.g. disability, learning, behaviour)?	Yes/No (Please circle)
If ‘Yes’ give details:	

FAMILY DOCTOR	
Name	
Address	
Telephone Number	
Does your child have a social worker? Yes/No (Please circle)	
Name	Telephone Number

Please list contact with any other agencies: Education Welfare Officer, Educational Psychologist, Child Guidance, Speech Therapist etc	
Date	Details
Date	Details
Date	Details
Date	Details

Step 2

Step 3

Pupil name \_\_\_\_\_

First Language Learnt		+Nationality	
Main language spoken at home:		+Country of Birth	
By pupil			
By Parent/Carers			
Religion			

WE ARE ONLY ABLE TO RECORD ONE ETHNICITY IN OUR DATABASE; PLEASE TICK THE ONE THAT YOU FEEL BEST DESCRIBES YOUR CHILD’S ETHNICITY

WHITE	PLEASE TICK	ANY OTHER WHITE BACKGROUND	PLEASE TICK
English		Albanian	
Scottish		Bosnian-Herzegovian	
Welsh		Croatian	
Cornish		Greek	
Other White British		Greek Cypriot	
Irish		Italian	
Traveller of Irish Heritage		Kosovan	
		Portuguese	
		Roma/Roma Gypsy	
		Serbian	
		Turkish	
		Turkish Cypriot	
		White European	
		White Eastern European	
		White Western European	
		White other	

MIXED/DUAL BACKGROUND	PLEASE TICK	ASIAN	PLEASE TICK
White & Black Caribbean		Indian	
White & Black African		Mirpuri Pakistani	
White & any other Asian background		Other Pakistani	
White & Chinese		Other Asian	
White & any other ethnic group		Bangladeshi	
White and Indian		African Asian	
Asian and Black		Kashmiri other	
Asian & Chinese		Kashmiri Pakistani	
Asian & any other ethnic group		Nepali	
Black & Chinese		Sri Lankan other	
Black & any other ethnic group		Sri Lankan Sinhalese	
Chinese & any other ethnic group		Sri Lankan Tamil	
Other mixed background			

Please tear here

Pupil name \_\_\_\_\_

BLACK	PLEASE TICK	CHINESE	PLEASE TICK
Black Caribbean		Hong Kong Chinese	
Black Angolan		Malaysian Chinese	
Black Congalese		Other Chinese	
Black Ghanaian		Singaporean Chinese	
Black Nigerian		Taiwanese	
Black Sierra Leonian			
Black Somali			
Black Sudanese			
Other Black African			
Other Black			
Black European			

ANY OTHER ETHNIC GROUP	PLEASE TICK		
Afghan			
Arab			
Egyptian			
Filipino			
Iranian			
Iraqi			
Japanese			
Korean			
Kurdish			
Latin/South/Central America			
Lebanese			
Libyan			
Malay			
Moroccan			
Polynesian			
Thai			
Vietnamese			
Yemeni			
Other ethnic group			
REFUSED			

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

+This information, if given, can be retracted at any time upon request.

Step 3

Step 4

The information requested below is voluntary, but is used to ensure the safety and welfare of your child.

Child's Name

Will your child take school meals/packed lunch? (please circle)

Dietary requirements e.g. vegetarian, veg-an, pescatarian

Does your child have a food allergy/intolerance? (please circle)

Allergy/intolerance (please specify)

Further information

Egg allegy/intolerance (please circle)

Can/cannot eat foods containing baked/well cooked eggs e.g. cake, Quorn products, egg noodles.

Can/cannot eat foods containing loosely cooked egg e.g. quiche, tortilla, frittata

Can/cannot eat foods containing undercooked/raw egg e.g. mayonnaise or salad cream

Milk allergy/intolerance (please circle)

Can/cannot drink a glass of milk

Can/cannot eat yogurt, butter, margarine, cheese, cream, ice cream

Can/cannot eat products containing milk such as gravy, Quorn products, breakfast cereals

Reactions to wheat/gluten/Coeliac disease (please circle)

Cannot eat anything that contains wheat – mild/moderate/severe reaction

Is able to tolerate some wheat

Details

Parent name

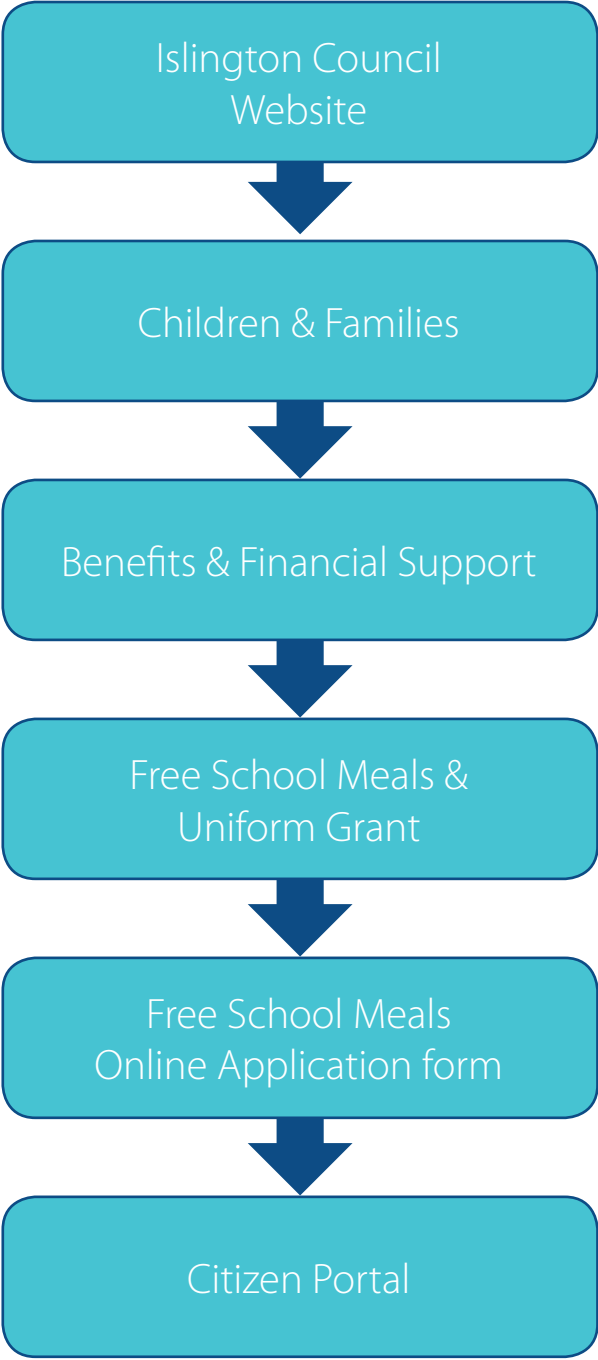
Signature

Date

Please tear here



Where to find the Citizen Portal



Once you reach the Citizen Portal, you will need to register first before you can progress to submitting an application.

**NOTE:**

In order to be able to register on the portal, you will need to have your own email address and to make an application for free school meals you will need your national insurance number.

**If you have previously registered on the Citizen Portal you can just log in and click on the free school meals tile.**

St Joan of Arc Catholic Primary School regularly reviews and updates all Acceptable Use documents to ensure that they are consistent with the school Online Safety and Safeguarding Policies, which can be found at - [www.st-joanofarc.islington.sch.uk](http://www.st-joanofarc.islington.sch.uk). We attempt to ensure that all students have good access to digital technologies to support their teaching and learning and we expect all our students to agree to be responsible users to help keep everyone safe and to be fair to others.

*Your child/young person will be asked to read and sign an Acceptable Use Policy tailored to his/her age. Please read this carefully – it is available online at [www.st-joanofarc.islington.sch.uk](http://www.st-joanofarc.islington.sch.uk)*

**Parents Acceptable Use Agreement**

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

- the internet at school
- the school's chosen email system
- the school's managed online learning environment
- IT facilities and equipment at the school

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

I understand that all internet and device use in school is subject to filtering and monitoring; I understand that all school-owned devices used outside of school may also be subject to filtering and monitoring, and should be used in the same manner as when in school.

**Use of digital images, photography and video:** I understand the school has a clear policy on "The use of digital images and video" and I support this. Please refer to the online Safety Policy on the School Website.

I understand that the school will necessarily use photographs of my child or include them in video material to support learning activities.

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

**Social networking and media sites:** I understand that the school has a clear policy on "The use of social networking and media sites" and I support this. Please refer to the online Safety Policy on the School website. The impact of social media use is often felt in schools, and this is why we expect certain behaviours from pupils when using social media at all times.

I will not take and then share online, photographs, videos etc., about other children (or staff) at school events, without permission.

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

I understand that my son/daughter has agreed in the pupil acceptable-use policy not to search for or share any material that could be considered offensive, harmful or illegal. This might include bullying or extremist/hate/discriminatory content.

I will support the school by promoting safe and responsible use of the internet, online services and digital technology at home. I will inform the school if I have any concerns.

<b>Name of pupil/student:</b>
<b>Parent / guardian signature:</b>
<b>Date:</b> ____/____/____

Please tear here





## Key information



### What are our school times?

- › Start of the day: 8.50am.
- › Morning break of 15 minutes.
- › Lunch break: 12.00noon-1.00pm (KS1).
- › Lunch break: 12.30noon-1.30pm (KS2).
- › End of day: 3.25pm (KS1 and 2).

#### Nursery

- › Morning session: 9.00am until 12noon.
- › Afternoon session: 1.00pm until 3.15pm.

### Arrivals and departures

There is supervision provided in the playground from 8.45am. Younger children must be brought to school and collected at the end of the day by a responsible adult.

#### Playground protocol

Children are required to walk on the school playground with their scooters and bicycles before and after school. Parking is provided in front of the football pitch. Climbing on the playground equipment is not permitted for any children. Dogs are NOT permitted on the school premises and should be left well away from the school's entrances

### Wraparound clubs

#### Breakfast Club

Our Breakfast Club is open from 7.45am to 8.50am (when the bell goes for the start of school and nursery). Breakfast will be served from 8am until 8.30am and no food will be served after this time. Cost is £4 per day for the first child and £3 for siblings.

You must book and pay, in advance, for a half term at a time. You can obtain an application from the school office or from the school website. Our maximum number is 30 children on a first come first served basis. Contact details: email: [Breakfastclub@st-joanofarc.islington.sch.uk](mailto:Breakfastclub@st-joanofarc.islington.sch.uk) and Tel: 02072263920

#### After School Club

We offer an exciting range of enrichment activities in our After School Clubs (full details available on our school website). You can book online via a Tucasi account

to book and pay for After School Club places. You can also download the booking forms from the Highbury Roundhouse website.

### Uniform

At St Joan of Arc we expect children from Reception to Year 6 to wear uniform, and a high standard of personal appearance and cleanliness is expected. We believe this shared identity helps children to work together for a common goal

#### School Uniform

- › Pale blue shirt with collar (not polo shirt).
- › Navy sweatshirt with the school logo.
- › Grey trousers, shorts, pinafore dresses or skirts.
- › Plain black, dark grey or navy coat or jacket.
- › White, grey, navy, or black socks or tights.
- › Dark navy blue gingham dress (Summer term only).
- › Plain black/navy shoes of leather appearance, with Velcro, buckles or laces.
- › Black/navy sandals with closed heel and toe for Summer.

#### PE kit

- › White T-shirt with school logo.
- › Navy shorts.
- › Black plimsolls (indoors).
- › Trainers (outdoors).
- › Navy tracksuit bottoms.

#### General

- › Jewellery (such as rings, necklaces and bracelets) should not be worn to school. If your child has pierced ears, please use small, smooth studs.
- › No nail varnish or make-up is to be worn in school.
- › Hairstyles should be conventional, tidy and in keeping with the formality of the school uniform. Hair should not be too short or too long. Extreme or unusual styles including shaved areas or highlights are not allowed.
- › Hats, gloves and scarves should be in keeping with school uniform colours

**Please mark all clothing with your child's name.** We cannot accept liability

for lost clothes, but if they are named we will do our best to trace them.

#### Where to buy

Please note that items bearing the school logo can be purchased through the following website: [www.yourschooluniform.com](http://www.yourschooluniform.com). Non logo items can be purchased from any local retailer such as supermarket clothes sections etc.

### Food in school

#### School dinners

Children can choose to have a school meal or bring in a packed lunch. To ensure the correct quantities of fresh food are ordered, parents are asked to select either school dinners or packed lunches for a half term. We are committed to healthy eating and our menus are available to view on our school website under the 'Key Information' section.

#### Free school meals

Islington provides free school meals so there is no charge for any of our pupils having school meals here.

#### Packed lunch

If you decide to give your child a packed lunch, please choose healthy options. They should not include sweets, fizzy drinks or drinks in glass containers. This school does not use nuts in school meals. Please ensure that you **do not give your child packed lunches that contain nuts** in any form

As healthy eating is an important issue, and an increasing number of children have a range of intolerances/allergies, children are not permitted to bring in sweets or cakes to celebrate their birthday. However, we do appreciate that it is important to the children that their special day is marked in some way, and so they will receive a special birthday sticker from their Class Teacher

#### Break-time and drinks

The children in the Infants receive a piece of fruit daily, provided by the Government's fruit scheme. Please feel free to send Junior and Nursery children with their own fruit to tie their appetite over. Chewing gum, sweets and chocolate bars are not allowed in school. We encourage children to drink water regularly during the day. Children should bring a bottle of water each day.



# Frequently Asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help.

## Attendance

### It's your responsibility

Parents/carers have a legal duty to make sure their child attends school regularly and punctually. Children should only miss school if they are ill or unable to attend for some other unavoidable reason. If a child is absent and the school either does not receive an explanation from the parent/carer or considers the explanation unsatisfactory, it will record the child's absence as 'unauthorised', and the parent/carer could be at risk of receiving a penalty notice or being prosecuted. To help avoid unnecessary school absences, Islington School Nursing has produced a leaflet which is available on our school website under the 'Attendance' section. This leaflet will help you to decide whether your child is well enough to attend school.

Good attendance means being in school at least 96% of the time. Good attendance is essential to ensure children reach their potential both academically and socially. Pupils with good attendance records generally achieve higher grades and enjoy school more. Having a good education will help to give your child the best possible start in life.

### What can parents do to help?

- Parents must support the value of education, including the importance of regular attendance.
- Please do not expect school to approve of shopping trips, birthday treats etc. during school hours.
- Please arrange family holidays so that your child will not miss any learning.
- Please ensure that your children are in school on time. Children who are late are often distressed which makes a poor start to the school day.

## Illness

If you suspect that your child is unwell please do not send them to school. Some illnesses are infectious thus the child must stay at home. Please consult your doctor regarding the period of exclusion. **Children must always remain absent from school for a full 48 hours after any illness that includes infectious diseases, vomiting and/or diarrhoea.**

### Report your child's absence

Absence Line: 020 7226 3920 - Option 1  
Parents/Carers must contact the school on the above number before 9.30 on the first day of any absence. Parents should provide a brief explanation for the child's absence and keep the school updated if the absence is sickness related. All other absences, e.g. medical appointments, secondary school visits etc. should be reported in the same way, preferably in advance.

## Holidays

Headteachers can no longer authorise absence for holidays in term time. It should be remembered that this is a Government led directive. Children are required to attend school for 38 weeks each year, leaving 175 non-school days a year for shopping, holidays and appointments.

### Request for absence

If a parent/carer feels it is absolutely unavoidable to take their child out of school for leave of absence, they must complete an absence request form in advance, (available from the school office), for consideration by the Headteacher. Each case will be considered individually based on the nature of the event, history of term time absences, the pupil's current attendance, age, achievement and the time of year with respect to the curriculum. Parents will be informed in writing of the decision regarding their request.

## Internet safety

Our teachers supervise and guide pupils carefully when engaged in learning activities involving online technology (including extra-curricular and extended school activities if relevant). We also apply strong, age-appropriate filters and

children are also given clear instructions about what to do if they see something on a website which makes them uncomfortable.

### Enlisting parent support

Parents' attention will be drawn to the school online safety policy in newsletters, school policies and on the school website.

## Charging policy

We will not charge for education provided as part of the National Curriculum and as part of our exam syllabus. Whilst recognising the value of extracurricular activities, St Joan of Arc Catholic Primary School reserves the right to make a charge in the following circumstances:

- School trips and some residential trip costs.
- Optional activities outside school hours.
- The cost of materials or ingredients for subjects where parents have indicated in advance that they wish to own the final product.
- Acts of vandalism and negligence.
- Some examination fees.

### Support for payments

We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Headteacher.

### Voluntary contributions

The school believes strongly in the value of educational trips during school time but does not have sufficient funds to subsidise every outing. Therefore we may have to seek voluntary contributions. No pupil will be excluded from the activity if their parents do not contribute but there may have to be cancellations if sufficient funds are not raised.

### School Building Fund

As a Voluntary Aided Catholic school we are required to pay 10% of repair and maintenance costs. Parents are asked to make a donation to the School Building Fund and details are available from the school office.

## Helping to support children's learning at home

All children are expected to extend their learning experiences at home. Working at home is of great value in completing and reinforcing work done in school and helps to establish the self-discipline of individual study. It also enables parents to share in their child's education in partnership with the school.

Homework will be set at an appropriate level to your child and based upon the learning that has been taking place in class. Children will need to spend time reading, spelling and learning number facts, including their times tables every evening. The suggested minimum time is:

- Infants 15 minutes with adult support.
- Juniors 30 minutes. With fluent readers, their adult should discuss with the child an aspect of what has been read. For less capable readers, their adult should make time to support the child with their reading practice.

## Performing Arts

### Music

Music plays an important role in school life and is an integral part of assemblies and our acts of worship. Children are taught to understand and enjoy music by performing hymns and songs, composing their own pieces and listening to a wide range of music. Instrumental tuition is also available in school.

### Drama

Together with music, drama plays an important part in school and helps children collaborate and cooperate with each other. It also contributes to your child's personal growth and self-confidence through the expression of his or her emotions and through imaginative role play. The latter can be a valuable means of bringing to life other parts of the curriculum. We have visiting theatre groups and the children perform plays at Christmas and at other special occasions during the school year.

## Sport

We believe that physical education provides a vital and unique contribution to the physical and emotional development of each pupil. Our goal is to provide a wide range of activities aimed at promoting a healthy lifestyle and developing skills and enjoyment in a range of sporting activities.

Junior children are also taught to swim at a nearby indoor pool. A Sports Day is held each summer on a local playing field.

We are introducing a range of activities to appeal to all such as the daily mile; Mini Mermaids; bikeability and the targeted use of skipping during playtimes etc. We have also increased participation in Islington's Inter-school competitions across a wide range of sporting areas. We have acquired the Silver Healthy Schools badge.

## What to do if you have a concern/complaint





If you are concerned with any aspect of your child's education or friendship/potential bullying incidents, your first port of call needs to be the Class Teacher, who will do their best to see you as soon as they can. If you feel that your concern has not been resolved, we have Phase Managers who are in charge of year groups who will be more than happy to meet you. Appointments can be made to see these members of staff by phoning the school office.

If there is still a problem The Deputy Headteacher and the Headteacher will be happy to meet with parents. If you then wish to make a more formal complaint, you can access our Complaints Policy on the school website under 'Key Information'.

## School Houses

Every staff member and pupil entering the school becomes a member of one of the four Houses. Pupils quickly form loyalties to their House and achieve a true sense of belonging. The House system acts as a link between the different staff and age groups in the school, providing them with opportunities for working, competing and playing together.

Each house is represented by a Christian value embodied by St Joan of Arc. Benedict – Respect. Domremy – Love. Fleur de Lys – Service. Rouen – Courage. The children strive to personify these values every day.

	DOMREMY	FLEUR DE LYS	ROUEN	BENEDICT
Significance	St. Joan of Arc was born in Domremy - a small village in North-Eastern France. With her farmer parents and siblings, she was raised in a <b>loving</b> family and was called by God.	God called St Joan of Arc to <b>service</b> by leading the French Army to victory against the English invaders. On her banner was the fleur de lys – a symbol of patriotism.	St. Joan of Arc was captured and handed over to the English; she was convicted of witch craft and sentenced to death – burnt at the stake. Her <b>courage</b> is inspirational.	Twenty five years after her death, her conviction was overturned. In 1909, as a token of <b>respect</b> , Pope Pius X had Joan beatified. In 1920 Pope Benedict XV canonised Joan and she became a saint.
Christian Value	LOVE	SERVICE	COURAGE	RESPECT
Emblem				



# Frequently Asked Questions



## Inclusion: a curriculum for all

We endeavour to achieve maximum inclusion of all children (including vulnerable learners) whilst meeting their individual needs. Our teachers provide differentiated learning opportunities for all the children within the school and provide materials appropriate to children's interests and abilities. This ensures that all children have a full access to the school curriculum. We make every effort to narrow the gap in attainment between vulnerable groups of learners and others with personalised learning strategies etc.

### Gifted and talented

We are equally alert to the identification of children who are exceptionally able and aim to meet their needs in a challenging and stimulating way.

## Special Educational Needs

Where children are identified as having special educational needs, the school provides for these additional needs in a variety of ways which may include:

- Differentiated work as part of Quality First Teaching.
- In-class support by the Class Teacher.
- Small group withdrawal.
- Individual class support / individual withdrawal.
- Further differentiation of resources, use of specialist equipment.

Sometimes additional support is provided or arranged by our Inclusion Manager and, where necessary, specialist outside experts such as Educational Psychologists are called in.

### How accessible is the school environment?

Adaptations have been made to the school environment to ensure it is fully accessible for anyone with a disability.

### Behaviour management

Great stress is placed on the encouragement of self-discipline and self-reliance. We like to think of St Joan of Arc as an environment where children can display individuality and initiative, but we have a clear set of school rules to support and guide children with their behaviour. Children are expected to be polite, courteous and considerate towards others.

Our emphasis is on rewarding positive behaviour, but we also have a system of informing parents if their child's behaviour is unacceptable. An important part of our partnership with parents is the sharing of responsibility for children's behaviour and we will contact parents whenever we require their support in this area.

The second reason is to forge valuable relationships with other parents, which will make your school life more fun!

### How to get involved

- Give time: you can volunteer to the yearly PA events (for each event, you can choose a role and time slot), or you can be responsible for ongoing projects, for instance the cakes & uniform stalls. Alternatively, you can be Class Rep or a member of the PA Committee, such as Chair or Treasurer. However much or little time you can give, it will be greatly appreciated!
- Support PA initiatives: donate & buy cakes & uniforms at our monthly stall, bid generously at our yearly Auction and take part in the Summer Fete.

### Next Steps

Please come to the next coffee morning to get to know other parents in your class and find out more about the PA. If you are interested in volunteering write to [sjoavolunteers@gmail.com](mailto:sjoavolunteers@gmail.com)

## Governance

The Governing Body meets regularly to discuss school matters. It has responsibility for overseeing the organisation, curriculum and budget of the school. The day-to-day running of the school is entrusted to the Headteacher and staff.

Vacancies for Parent Governors are advertised as they arise.

## Emergency arrangements

We will always endeavour to open the school, but in cases of severe bad weather that may affect access to our essential services, closure may be unavoidable. During severe weather we will advise you via a text message. Details will also be available on the local radio and the school website.

### Collecting your child

If school closure is announced during the day due to severe weather conditions etc and you personally cannot get to school, please nominate an adult to collect your child in your absence and organise this beforehand. Please make sure that we have an up-to-date home address and telephone number and also details of how you can be contacted when at work in case we need to contact you urgently.

## Health and welfare

### Health

It is absolutely essential for the school to know of any relevant medical facts relating to your child, e.g. allergies, asthma, eczema, diabetes or epilepsy. Please keep the school regularly updated with relevant medical information so that appropriate provision can be made for each child. Mrs Doogan is the school's Pupil Welfare Assistant and is available for parents to see if you need to discuss any medical issues regarding your child's health (in particular the use of long term medication).

### Medicines

Medicines will only be administered at school when it would be detrimental to a

child's health or school attendance not to do so. Parents will be required to complete the appropriate authorisation form which is available from our school's Pupil Welfare Assistant. The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. Where appropriate, individual Health Care Plans will be completed to ensure all relevant personnel are fully aware of your child's medical needs.

### Ill at school, accidents and first aid

Parents are contacted when children are unwell or have seriously hurt themselves, especially if they have bumped their head. **Please make sure that contact numbers are kept up to date.** Teaching and support staff have received Emergency Aid Training in line with policy guidelines.

## Your child's achievements

### How will I know how my child is doing?

We give our children regular feedback on their learning so that they understand what it is that they need to do better. This allows us to base our lesson plans on a detailed knowledge of each child. We give parents regular reports on their child's progress so that teachers, children and parents are all working together to raise attainment and progress for all of our children.

Parents will receive a curriculum overview, which identifies the main areas of study for their child. Newsletters are also posted on the school's website. For pupils with special educational needs, individualised

learning plans are drafted, reviewed each term and shared with parents.

## School reports

In the Summer term parents receive their child's written report on their child's progress and achievements during the year. In this report we also identify areas for development for the next year at school. In reports for pupils in Year 2 and Year 6, we also provide details of the levels achieved in statutory assessments. Parents have the opportunity to discuss any issues arising from the report with the Class Teacher.

## Parent evenings

Parent consultations are held in the Autumn and Spring terms to provide parents/carers with the opportunity to discuss achievements and targets in Reading, Writing, Maths and personal/social development.

## News

Our website ([www.st-joanofarc.islington.sch.uk](http://www.st-joanofarc.islington.sch.uk)) has lots of useful information including news updates, term dates and information on our activities. Please see the 'Key Information' tab where you will find a collection of useful information and copies of our newsletters to parents.

## The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties. A copy of which is returned home to the parents.

## Working with parents

We believe that our most important partnership is with parents. Children make maximum progress when home and school work closely together. We have an 'open door' policy and welcome parents into school to talk to staff, to work in classrooms or to help support activities.

## Parental involvement

### Parents Forum

This is led by School Staff and Governors with Parent Forum Representatives. We meet once a term and any parent/carer is invited to volunteer to be a Parent Forum Rep. We have 1 rep per class and they are responsible for suggesting items for discussion and to relay feedback from the meeting to their class groups.

### Parent volunteers

Parents and family help with a variety of activities which include reading with our children, helping with activities and acting as extra pairs of hands on educational visits. If you are interested in getting involved, please talk to the Class Teacher or our school office.

## The Parents Association is... You!

Welcome! SJA has a long standing tradition of partnering with parents for the benefit of our children. You are automatically a member of our Parents Association (PA) and from now on you have an opportunity to make a tangible difference to your children's school life.

### What does the PA do?

The PA is here to support the school through fundraising and building up a strong parent community. Fundraising targets are set each year with the Head Teacher and cover things the school cannot afford on its own. You may be surprised that SJA is the second least government-funded school in Islington. The great facilities the school has built over the years (i.e. the Hobbit house, the play area, the brand new iPads) were purchased through the fundraising efforts of many parents. Every year, the PA raises in excess of £25k through Cakes & Used Uniform Sales (monthly), Quiz Night (Feb), BBQ & Auction (May) and Summer Fete (July). Every penny raised goes entirely to the school!

### Why volunteer?

There are two main reasons why parents get active with the PA. The first one is that your involvement directly benefits your children's infrastructure as well as showing them how important and valuable school is.

## Policies

### High standards

Policies are vitally important and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have you can contact the school office or visit the school website: [www.st-joanofarc.islington.sch.uk](http://www.st-joanofarc.islington.sch.uk) and click on 'Key Information' then select 'Policies' to read our policies.



### Key policies

Some of our key policies are:

- Early Years.
- Child Protection and Safeguarding.
- SEN.
- Behaviour.
- Anti Bullying.
- Attendance.
- Assessment.
- Complaints.
- Charging and Remissions.
- Online Safety.





# ST JOAN OF ARC CATHOLIC PRIMARY SCHOOL

## TERM DATES 2020-21

### Autumn Term 2020

Start Date – Wednesday 2nd September  
Half Term – Monday 26th – Friday 30th October  
Finish Date – Friday 18th December  
Inset Days: Tuesday 1st September & Monday 2nd November

### Spring Term 2021

Start Date – Monday 4th January  
Half Term – Monday 15th – Friday 19th February  
Finish Date – Thursday 1st April

### Summer Term 2021

Start Date – Monday 19th April  
May Bank Holiday - Monday 3rd May  
Half Term – Monday 31st May - Friday 4th June  
Finish Date – Friday 16th July



#### The St Joan of Arc School Prayer

Our Father,  
Bless all the children and staff of  
St Joan of Arc School.  
Guide us all through the day.  
Help us to always be respectful  
and responsible.  
Keep us all in your love and care.  
Amen.

#### St Joan of Arc School Mission Statement

"The members of the community of St Joan of Arc school, by supporting and respecting each other, learn and grow in the love of Christ".

#### Our Ethos and values

We are concerned with children's development on a wide front. We are here to look after the children's spiritual and inward life, their social development, their confidence and sense of self-worth, their capacity for creative self-expression, their physical growth and skills. We have high expectations of all children, including their academic achievement; they should be serious learners. We have a tradition of high academic results and it is a high priority to us to maintain this.

#### Our Educational aims

- To create a caring Christian environment in which the love of God is present, so that all members of our community — teachers, non-teaching staff, pupils and parents — can feel valued for what they are and can contribute fully to the educational process.

- To provide the opportunity for each child to develop his/her full potential, spiritually, intellectually, socially, physically and emotionally through a stimulating curriculum which is regularly reviewed and monitored.
- To provide equal opportunities in education for all our children.
- To help children become familiar with the Christian values as found in the Gospels thus enabling them to find meaning and value in their own lives.
- To help children to study the basic principles and values of the great world religions as a preparation for becoming responsible and open-minded citizens in a multi-cultural community.



#### St. Joan of Arc Primary School

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