



Parent Handbook

taking you step-by-step
through starting our school

'Let God's love shine in our lives, as we care and share and learn together'



"I would definitely recommend St Francis Xavier Primary to other parents. It is a brilliant school and the staff are always so accommodating to everyone."

Sithembiso and Larry Anigbo live in Balby with their son, Gerald, aged 11, and daughter Chineme aged 10.



St Francis Xavier
Catholic Primary School



Thank you for choosing St Francis Xavier Catholic Primary School

Nicholas Collins, Headteacher, says...

Its great news that your son or daughter are starting at our wonderful school. Thank you for selecting us!

We need some information from you. And you need some information from us. So, it's important that you read this Parent Handbook, complete our forms and read all of the school information.

Forms to complete

Pages 3-9 are forms that we need you to fill in. Once completed hand the forms in to the school. If you haven't the time, you don't have to do them all at once...just follow the steps and do as much as you can. We do need all the forms completed though.

Answering your questions

On page 11 is Key Information, and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01302 344678 or e-mail office@xavier.doncaster.sch.uk and we will be happy to help!

Policies and term dates

On page 14 are details of some important policies you need to know about...and page 15 has term dates.

Welcome

Welcome to St Francis Xavier Catholic Primary School and I look forward to getting to know you and your child.

Step 1

STEP 1: Pupil Information Form (SIMS) St Francis Xavier Catholic Primary School

All information will be treated as confidential to the school - **PLEASE PRINT CLEARLY**

Child's Legal Surname:	Legal Forename(s): Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Preferred Surname:	Preferred Forename(s):
Middle Name:	Date of Birth: <input type="text"/> / <input type="text"/> / <input type="text"/>
Address:	Position in Family: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
	Home Telephone No:
Post Code:	Email:

We are required to record the names and addresses of every person who has parental responsibility for the child under the Children Act

Parent(s) I Legal Guardian(s) with whom the child lives

Name: <input type="text"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	Name: <input type="text"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms
Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian	Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian
Address:	Address:
Telephone Numbers:	Telephone Numbers:
Mobile:	Mobile:
Work:	Work:

In case of illness or accident, please provide additional emergency contact numbers.

Other Contacts in Case Of Emergency

Contact 1 Name:	Contact 2 Name:
Relationship:	Relationship:
Telephone Numbers:	Telephone Numbers:
Work / Mobile:	Work / Mobile:

Is the child legally 'In Care'? If YES please provide the following information:

Other Contacts in Case Of Emergency

Carer's name:	Social Worker's name:
Address:	Address:
Telephone Number:	Telephone Number:

Please write any further information you may wish to give about your child or family circumstances: (including court orders, access and contact)

Signature: (parent/carers):	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>



Child's Doctor's	Medical Conditions: Please give details of any conditions your child suffers from ie: anaphylaxis, asthma, hayfever etc:		
Surgery Address:			
Telephone Number:			

Child's previous school or playgroup:		Telephone Number:
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Does your child have a brother or sister in the school? If so please state

Name:	Class:	Year:
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School Meals

Are you **entitled to claim** free school meals for your child? YES ☐ NO ☐

If you would like to claim for free school meals, an application will have to be submitted. Please contact School Office or visit the Free School Meal website: www.myfreeschoolmeals.com
Not applicable to Nursery children.

Dietary Needs

Please state below any special dietary needs your child may have eg: Allergies, vegetarian, no pork etc.

Travel to School

Please advise us of the main way your child will regularly travel to school: Bus ☐ Walk ☐ Car ☐ Train ☐ (please tick as appropriate)

Services Children in Education

Are you a Services Family? YES ☐ NO ☐

Special Needs

Does your child have any Special Educational Needs YES/NO. If yes, please state which Special Education Need/s your child has:

Ethnicity	Home Language Spoken	First Language Spoken	Religion

Is English an additional language?

YES ☐ NO ☐

If English is an additional language what level do you consider your child to be at

Fluent ☐ Average ☐ Basic ☐ No English Spoken ☐ (please tick as appropriate)

Please sign the form in the spaces indicated using your usual signature. Where Father and Mother both have Parental Responsibility, the form must be signed by both parents.

Signature of Mother/Guardian:	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>
Signature of Father/Guardian	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>

FOR SCHOOL USE ONLY

Baptism ☐

Start Date / /

New Class:

CTF/Records requested ☐

Please tear here



STEP 3: Parental Approval

St Francis Xavier Catholic Primary School

Name:	Class:
Educational Visits	
Sometimes during the course of a school day the class teacher may take the class out to the local shops/post box/library/church/streets/ animal park as part of a topic or other class work.	
I agree that my child may take part in any short visits to local venues which may be arranged during his/her time at St Francis Xavier Catholic Primary School.	
Signed	
Parent/Guardian	
Routine Health Checks	
I agree to my child undergoing the routine health checks carried out at school by the School Nursing Service and understand that I will be notified immediately if any follow up action is felt to be necessary after such a check.	
Signed	
Parent/Guardian	
Library Books	
I am willing for my child to bring a book home from the library and am prepared to make a contribution towards a replacement book should the one brought home become lost or damaged while in my child's care.	
Signed	
Parent/Guardian	
Parent Helpers	
We welcome help from parents in school and would be pleased if you could indicate below if you are available and would like to come in.	
I am able to come and help in school regularly <input type="checkbox"/> occasionally <input type="checkbox"/>	
I would like to help with: hearing <input type="checkbox"/> reading <input type="checkbox"/> cooking <input type="checkbox"/> sewing <input type="checkbox"/> sporting activities <input type="checkbox"/> anything <input type="checkbox"/>	
Signed	
Date: <input type="text"/> / <input type="text"/> / <input type="text"/>	

Data/Forms: Authorisation New Parents

“The school is a very friendly place attended by children from many nationalities. We are the only Romany gypsy family in the school but it’s never been a problem. We are very open with the school about our lifestyle. They communicate well with us and will always ask us about things rather than just assume something.”

Ambrose and Natalie King live in Balby with their daughter, Alisha, aged nine, and son, Ambrose, aged six.



Step 3

Step 4

STEP 4: Pupil consent form for use of images

St Francis Xavier Catholic Primary School

Occasionally members of staff may use images of children in their classroom or elsewhere in the school. The school will not seek parental consent to use images of children solely on school premises; however, if parents do not wish their child’s picture to be taken or shown on school premises, they should put this request in writing to the head teacher.

Childs Name:	Child’s Class:
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Occasionally, we may take photographs of the children at our school. We may use these images in our school prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school-to-school conferences or other external use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers or on televised news programmes.

If a child appears in a newspaper or on television there exists the possibility they will be named.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown and return the completed form to the school

May we use your child’s photograph in the school prospectus and other printed publications that we produce for promotional purposes?	Yes <input type="checkbox"/> No <input type="checkbox"/>
May we use your child’s image on our website?	Yes <input type="checkbox"/> No <input type="checkbox"/>
May we use your child’s image on video or webcam?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you happy for your child to appear in the media?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. Please note that the conditions for use of these photographs are below.

I have read and understood the conditions of use below.

Parent’s or Guardian’s
Signed
Date: <input type="text"/> / <input type="text"/> / <input type="text"/>
Name (capitals):

Conditions of use

The school will not seek parental consent to use images of children solely on school premises; however, if parents do not wish their child’s picture to ever be displayed or shown on school premises, they should put this request in writing to the headteacher.

Parents will be allowed to take photographs of their own child after a production or class assembly, but this will be for their own use only.

The school may re-use any photographs or recordings after your child leaves this school.

We will not use the personal details or the names of any child or adult in a photographic image in our school, on video, on our website, in our school prospectus or in any of our other external printed publications if additional consent has been sought.

We will only include personal e-mail or postal addresses, or telephone or fax numbers in school, on video, on our website, in our school prospectus or in other printed publications.

We may include pictures of pupils and teachers that have been drawn by the pupils. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.

Videos and Webcams

It is school policy that parents/carers are not allowed to video children on the school premises unless they have been given specific permission to do so from the headteacher. No video or webcam recording will reach the public domain without the above parent/carer permission. Video recordings may be used for educational purposes within Doncaster LA but they will not be distributed. Parents/carers who would like their child not to partake in this arrangement should put their request in writing to the headteacher. We may make a recording of a school event such as a leavers’ assembly and make this available for parents/carers of those children involved, if all parties have signed the above agreement.

“The school has a very friendly atmosphere and both Michal and Szymon were looked after when they first started and settled in well. The teachers were kind and the boys felt comfortable being left with them. It feels like a safe environment in which to leave your child.”

Joanna Jankowska and Pawel Jankowski live in Balby with their sons, Michal, aged seven, and Szymon, aged four, and their daughter Maja, who is three months old.



Please tear here

STEP 5: Parentmail Data Capture Form

St Francis Xavier Catholic Primary School

I give / do not give (please select) my permission for my email address and mobile number to be registered with Text 2 Parent.

PLEASE COMPLETE IN BLOCK CAPITALS

Child Details																								
First Name																								
SURNAME																								
Form / Class																								

First Name																								
SURNAME																								
Form / Class																								

Parent/Guardian Details																								
Title																								
SURNAME																								
Email Address																								
Mobile Number																								
Relationship to Child																								
Primary Contact	<div></div>																							

Title																								
SURNAME																								
Email Address																								
Mobile Number																								
Relationship to Child																								
Primary Contact	<div></div>																							

Additional Details (if required)																								
Child First Name																								
Child SURNAME																								
Form/Class																								

Additional Email Address																								
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Parent's or Guardian's																								
Signed																								
																								Date: <div></div> / <div></div> / <div></div>

“I originally chose St Francis Xavier because it had been recommended by other people and now I would be very happy to recommend the school to other parents as well. It has turned out to have been a good choice for my sons and I have been very happy with the school.”

Inesa Ruleviciene lives in Balby with her sons, Augustas, aged 16, and John, aged 10.



STEP 6: Home-School Agreement

St Francis Xavier Catholic Primary School

Home-School Agreement	
Childs Name:	Class:

The school will:

- encourage all our children to achieve their full potential as valued members of the school community.
- care for the safety and happiness of all our children.
- strive to achieve high standards of work and behaviour.
- encourage all our children to respect each other and to take care of our surroundings.
- provide regular progress and information meetings for parents and encourage active involvement in school life.

Signed	(Class Teacher)
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Parents/Guardians

I/We will:

- ensure that my child goes to school regularly and on time.
- support all the school’s policies and guidelines including those on behaviour, homework and school uniform.
- inform the school of any concerns or problems that might affect my child’s work or behaviour.
- attend Parents’ Consultations and discussions about my child’s progress.

Signed	(Parents/ Guardians)
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Golden Rules - written by the children for the children

The Child

I will:

- be friendly, helpful and polite.
- always work to the best of my ability.
- respect others and their property.
- take care of the school environment.
- always do my best to keep the school rules.

Signed	(Child)
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“There are children from many different nationalities and faiths who attend the school and everyone mixes well. The school has a fantastic atmosphere. The teachers are familiar with all the school’s children, not just the ones they teach.”

Arif and Claire live in Balby with their son, Rafi, aged eight, and daughter Jenna, aged six.





Lidija and Hamzeh are grateful for all the help Daniel has been given since he started attending the nursery at St Francis Xavier Catholic Primary School at the age of three. Shortly after he joined the school Daniel was diagnosed with severe autistic spectrum disorder (ASD). His Mum Lidija says: “It was a big shock to us at the time but the school have supported us in every way that they could. Daniel could not speak and was struggling to understand what people said to him. The school were very helpful identifying what Daniel’s barriers to learning were. They also provided us with advice and information on autism.”

Lidija and Hamzeh live with their son, Daniel, aged six, and daughter, Emily, aged five, in Bassacarr.



Key information

What are our school times?

Nursery

Morning session: 8.45am to 11.45am
Afternoon session: 12.30pm to 3.30pm

Key Stage 1

Morning session: 8.55am to 12:00pm
Morning break: 10.30am to 10.45am
Afternoon session 1:00pm – 3:20pm

Key Stage 2

Morning session: 8.55am to 12:00pm
Morning break: 10.45am to 11:00am
Afternoon session 1.00pm to 3.20pm

Afternoon breaks are taken at times that the teachers find appropriate.

Breakfast/Homework Club

The Breakfast Club is open from 7.30am to 8.45am daily and costs 50 pence per day. During the session children are encouraged to read and finish off their homework.

Arrivals and departures

Children should not arrive before 8.45am, as there will be no staff to look after them. The school opens at 8.45am to enable children to filter into school calmly, in time for an 8.55am start of day. This is a busy time for parents, many of whom have other, younger children with them, so in the interest of safety no games should be played at these times. Your co-operation in this matter is really appreciated. At 3.30pm if children have not been collected, they will be brought to the front of school ready for collection by parents and/or carers. Parents are asked to keep dogs out of the playground. The whole of the school grounds is a non-smoking area, including e-cigarettes.

Uniform

A simple uniform is helpful in establishing good standards of appearance in school and by wearing it children quickly feel part of the community. We ask that all clothing has your child’s name on it to ensure that any items that are mislaid can be returned more easily.

Children throughout the school wear a yellow polo shirt and blue sweatshirt, both of which bear the school logo. These are available from Cliffs, Tesco and School Trends. Book bags, P.E. Bags, and bottles are available from the school reception.

The school has a second hand uniform stall each term, which is an excellent way to buy uniform at a fraction of the cost.

Winter uniform

- Tailored grey trousers or grey skirt/pinafore.
- Grey tights or grey / white socks.
- Black school shoes (no heels) or plain black trainers (without Logo)

Summer uniform

- Tailored, grey short trousers.
- Blue and white or yellow and white checked dress (gingham) for girls.
- Sensible sandals (socks will still need to be worn).
- Plain Black trainers (without logo).

P.E.

For indoor and outdoor P.E. lessons your child will need the following.

- Plain navy blue shorts.
- White polo tops.
- Trainers for outdoor use.

For indoor gymnastic-type lessons the children will be bare foot. Children in Year 5 will also need swimming trunks/costumes – please note not bikinis or long shorts and no goggles.

Food in school

School meals

A mid-day meal is available for all children attending full time school. Each day there is a choice of main course and dessert available. All children who stay for lunch will be expected to conduct themselves properly at the table and know how to use a knife and fork.

School lunches cost £2 per day and must be paid for in advance. The appropriate money should be sent on Mondays, in an envelope clearly marked with child’s name, class and the amount of money contained in the envelope. Cheques should be made payable to DMBC. If the parent prefers, their child may bring a packed lunch to school. If you choose this option you are asked to apply on a packed lunch form from the pupil reception. As our meals are prepared offsite and the food is bought in advance, children are only able to switch meal types at the beginning of a half term.

Free school meals

All children in Foundation and Years 1-2 are eligible for free schools meals. From Year 3 upwards, some children may be entitled to free school meals if their families meet the criteria. A leaflet giving details for the provision of free school meals and application forms can be obtained from the Awards and Grants Section at the Civic Building, Doncaster.

Healthy snacks and drinks

Under the Fruit in School scheme children in Key Stage 1 are entitled to a piece of fruit each day free of charge. This is given as a playtime snack. Children are encouraged to drink water and can fill water bottles from fountains throughout the day.

Milk is available for all children up to the year in which they are seven (Year 2). You will need to register with www.coolmilk.com for your child to receive milk. Those children who are entitled to free school meals will also be entitled to milk free of charge.

Sweets, chocolate, chewing gum, etc. are not permitted in school.



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!

Good Attendance

At St Francis Xavier Catholic Primary School our attendance is a real success story and is supporting our improving academic results. If children attend school regularly, punctually and well-prepared for learning then they are much more likely to succeed.

Our attendance target is 97% which is a real challenge but we are up for it.

Last year we achieved 95.2% which is roughly in line with the national average for a primary school but we aren't happy with that because we know we can do better and we know that because we have studied the data for all of our families.

We use a traffic-light system to let the children and their teachers know how individuals and classes are progressing; green is 96% and above, red is less than 95% and amber is anything between.

The class attendance data is shared each week in a celebration assembly and put up in each class.

Illness

We want to raise our attendance figures but we do not want 'sick' children in school, in fact, if we think children are sick then we will contact you in the first instance and it may be that you feel we should monitor your child for a while; you may feel that a spoonful of Calpol then keeping an eye on them is appropriate; it may be that you want to come and see them for yourself or it may be that we agree they should go to the doctor's or go home to bed.

Sometimes, however, children may feel better in school where they can be with friends and have their minds occupied with schoolwork rather than a minor ailment. We have staff and procedures for administering medicines in school so once antibiotics or other medication kicks in and your child is feeling better; you can send the medication to the main office and we will ensure it is administered as prescribed. When children have been off school with sickness or diarrhoea parents are requested to keep them at home for 24 hours following the last attack.

Absence

The government considers regular and punctual attendance essential for children to realise their full potential so parents are asked to ensure there is a prompt start to each day. Good punctuality enables a smooth and settled classroom environment to be established.

The register is taken at 8:55 each morning and it is closed at 9:15. If your child arrives after 8:55 but before 9:15 they will receive a late mark in the register. If your child arrives after 9:15 without a valid reason they receive an unauthorised absence mark for the morning session. Afternoon registration takes place at 1:00 and closes at 1:20

Parents are asked to notify school if their child is going to be absent or going to be late. If they are unable to do this in advance then they should notify school as soon as possible.

If a child needs a medical or dental appointment, parents are asked to make these outside of school hours. If this is not possible then parents are asked to arrange them so that the child can come to school for their registration mark before leaving and, if appropriate, return promptly for the rest of the school day. Please note that children are marked absent if they miss registration even if they are at the doctor's.

Attendance and Pastoral Support Officer

Mrs Amos is our attendance and Pastoral Support Officer and her role is to support all children, and their families, in coming to school regularly, safely and on time.

If parents feel they are struggling to get their child to school please book an appointment with Mrs Amos and she will be more than happy to meet you.

Education Welfare Officer

If the school has a concern over an attendance matter, we will discuss it with your child in the first instance, then yourselves, and then possibly the Educational Welfare Officer. The Welfare Officer may wish to visit you at home to see if there is a problem that they can assist with or they may wish to meet you in school with our attendance governor.

Drop-in sessions

On the first Tuesday of each month between 1:10pm and 1:40pm the school nurse holds drop-in sessions for parents to help them deal with any health-related issues.

Each Friday between 8:30 and 9:30 there will be a governor available for you to drop-in and meet to make suggestions or discuss current school issues.

Medicine in school

If your child requires regular, long-term medication such as an inhaler for asthma, then this should be discussed with the Class Teacher. Any inhalers brought into school for use should be clearly labelled with the child's name and dosage requirements. There may be other occasions when your child needs to take medication for a short period of time but is well enough to come to school. In these instances you should contact the school to discuss your child's needs.

Holidays

Our holiday patterns are published in advance on the school's website and are also available on request from the pupils' reception. If parents are planning a holiday they must check these dates before booking because the law does not allow children to take a holiday during term time unless there are exceptional circumstances.

Jewellery

For safety reasons children are not allowed to wear jewellery, this includes watches or hard hair ornaments in school.

Hair

Please ensure that long hair is tied back.

Clubs and activities

There are a wide variety of afterschool clubs that children can enjoy. These vary but may include:

- multi sports
- hand chimes
- reading for pleasure
- baking
- cricket
- craft
- football
- zumba
- art Club
- rugby.

The afterschool clubs run from 3.30pm to 4.30pm. Children should be collected from the Foundation door in the main playground.

Seek permission

We will always seek your permission if any activity takes place after school. If we are playing a sport at another venue we will try to arrange transport – but it may involve children sharing lifts in other parents' cars. We will always inform you of the arrangements. We will ensure that children are brought back to school but it is the parents' responsibility for ensuring that appropriate arrangements are made for your child to get home from school.

Frequently Asked Questions

Collective Worship

Each school day begins and ends with a prayerful time in the children's own class. There is one whole-school and one key stage act of collective worship scheduled per week. The themes are the Sunday Gospel, prayer, our weekly Ethos Statement, the Church's liturgical season, our monthly birthday celebration or the Church's monthly prayer focus;

There is also a "Celebration of Good" assembly for the children of Key Stage 1 and Key Stage 2 separately each week, where they share their talents and gifts from God, their academic success and attendance with their peers.

Simple prayers to share

We place a lot of emphasis on the home/ school/ parish partnership and one area where we feel we can build a meaningful link early on, is with the saying of common prayers. For those children who practise their religion, a strong link is forged through the prayers used at Mass. Parents may find it helpful to have the words of the children's most commonly used prayers. Some or all of these could be shared with your children and used as a positive link between the school and home.

At the end of each month we have a special Birthday assembly to for the children whose birthdays fall in that month. Parents/carers are in invited to attend and join in the celebration. A little time for cake and a drink is available afterwards.

Morning Offering

Father, in heaven, I give you today,
All that I think and do and say.
I want to join it with all that was done
By Jesus Christ your dearest Son.

Night-time Prayer

Now the busy day is done,
Father, bless us, everyone.
Keep us safe through the night
'Til we see the morning light.

Father in Heaven I come to say
Thank you for your love today
Thank you for my family and all the
Friends you give to me
Guard me in the dark of night
And in the morning send your light.

Glory be

Glory be to the Father

And to the Son

And to the Holy Spirit
As it was in the beginning
Is now and ever shall be,
World without end. Amen.

Grace Before Meals

Bless us O' God as we sit together,
Bless us O' God as we eat today,
Bless the hands that made the food,

Bless us O' God. Amen.

Lord bless this food,
Which now we take,
To do us good,
For Jesus' sake. Amen

Grace After Meals

Thank you for the world so sweet.
Thank you for the food we eat.
Thank you for the birds that sing.
Thank you, God, for everything.

Sign of the cross for the very young

From my head to my heart
From my shoulder to my shoulder
Safe in the arms of God our Father

Good Morning, Jesus.

Good morning Jesus good morning, Lord.
Good morning Jesus good morning, Lord.
Good morning Jesus good morning, Lord.
And we thank you for another day.

I'm glad you're with me
I'm glad you're here
I'm glad you're with me
I'm glad you're here
I'm glad you're with me
I'm glad you're here

And we thank you for another day.

Valuables

Children are discouraged from bringing any valuable, personal property to school as the school cannot be held responsible for any loss or damage that may occur. If you consider a phone to be necessary for your child, and the headteacher has been made aware, then it must be left in the office.

Homework

The staff and governors of this school recognise that the effective use of homework can enhance the overall level of achievement of our pupils. It is considered a valuable experience for all children to undertake a reasonable amount of additional work at home on a regular basis. It is also expected that children read every night and this is recorded in the child's planner or reading journal.

Planners

Planners are given to each child from years 1-6 at the beginning of each academic year. Children use their planner as a daily record for learning and achievements, and to record any homework requirements. Parents are encouraged to

contribute and provide feedback on what their child has learnt. It is also used for two-way communication between parents and school. The class teacher may write a weekly comment and sign the planner. Parents are encouraged to do the same.

Please sign the parental consent forms in the planner, as children will be awarded house points for this and also for their presentation of their planner.

Emergency arrangements

If there is extreme bad weather, please check that there is someone in school before leaving your child. Announcements will be made on the school website, text2parents and traxFM.

SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND)

Our most fundamental aim is to meet the needs of every child within a happy, calm, stimulating Christian environment where all can feel confident and secure. St. Francis Xavier School is a community that reflects and celebrates the diversity of Christ's Kingdom where all are seen as gifted and can learn from one another. We believe that every child should have access to a broad, balanced and relevant curriculum and be encouraged to develop a positive self-image.

Our SEND coordinator ensures appropriate support for any child identified as having additional needs and discusses this with the children's parents and keeps them regularly updated.

Access

Children with a physical disability are fully supported in accessing all parts of the school.

More Able Children

We recognise that all children are individuals with their own specific needs, gifts and talents. Children who are identified as being exceptionally able or talented, are monitored and provided with stimulating and enriching lessons appropriate to their needs.

Charging policy

We recognise that the wide range of additional activities, including clubs, visits and residential experiences can make a valuable contribution towards pupils' personal and social education. It is important that parents are prepared to make the necessary voluntary contributions towards these activities so they can go ahead. If this causes difficulties we hope you will contact the Headteacher.

Parental involvement

Parental involvement

Our school is well established in the community and has a reputation for good quality, Catholic education. We enjoy a great deal of parental interest and support. This is borne out by the day-to-day co-operation of parents with school routines, good levels of communication through children’s daily planners, popularity of school events and very high attendances at parent/teacher consultations.

Voluntary helpers

The school uses voluntary helpers to enhance the curriculum, to provide support for children and staff in a range of ways and to support out-of-school activities. Voluntary helpers may include parents, governors and other members of the local community. All prospective voluntary helpers will receive a copy of the ‘voluntary helpers in school’ policy, which is available from the school office.

All regular volunteers must undertake an enhanced Disclosure and Barring Service process (previously known as CRB). The governors will bear the cost of this but the certificate will remain the property of the individual. We insist only on a sight of this once it has been received (at your address). Minor offences or those unrelated to work with children are not problems but you may wish to discuss them with the Headteacher beforehand.

Parents and Teachers Association (PTA)

The school’s PTA has helped raise money to help buy extras for the children and their classes. It has organised balloon races, discos and many more fun activities for the children and their families. We would like to encourage all parents and pupils to support these activities and if you have any time available to help please contact the school office for information.

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 (Step 6, on page nine of this booklet) that outlines the intentions of all three parties. A copy of which is returned home to the parents. The Headteacher also issues each class with a Headteacher’s Charter, which gives details on how he will endeavour to support your child whilst at the school.

Child Agreement

In addition to the Home School Agreement, each class has displayed in their classroom a signed Child Agreement, stating their intentions, a signed agreement by the class teacher that states his/her intentions, and a reminder of the playground and classroom rules. All of these documents are discussed with and agreed to by the children and staff on an annual basis.

Positive Parenting courses

Throughout the year we run parenting courses to help support parents with some of the difficulties the role brings. These are a great way of meeting other parents and praising the great work that all parents do. If you feel that you would like to attend one of these courses please see the office and ask for further information.

Contacting Parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a phone number of your works address but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school is notified of a change in circumstances as soon as possible.

School to parents texting system

We also use a texting system which enables us to contact you quickly in case of illness, absence, cancellation of an after school activity due to bad weather etc. We can also use this to send home a text telling of good work/behaviour as a reward to your child. Again, this makes it very important for you to keep us informed of your current mobile phone number.

Policies

Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school’s behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

High standards

At St Francis Xavier Catholic Primary School we believe 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 call the school office, email office@xavier.doncaster.sch.uk or visit the school website: www.xavier.doncaster.sch.uk and click on ‘Information’ and ‘Policies’ to read some of our policies.



Key policies

Some of our key policies are:

- Ethos Statement
- Admissions Policy
- Home School Agreement
- Positive Behaviour
- Anti-bullying Policy
- Safeguarding
- Inclusion
- Complaints
- Charging and Remissions
- Accessibility

Holiday Pattern 2015 – 2016

September							October							November						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

December							January							February						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29						

March							April							May						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29

June							July							August						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				

School Holiday Inset Day Bank Holiday





St Francis Xavier Catholic Primary School

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