

**Starting**  
**St Andrew's C of E Primary School**



**2024/2025**

Welcome to St Andrew's Primary School. This booklet contains information that will be helpful to you and your child starting St Andrew's School. We hope that your child will be happy and will settle quickly into school life. If you have any queries or problems, please do not hesitate to talk to your child's teacher or to me directly.

Mrs Jo Holmes, Headteacher

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## **THE SCHOOL DAY**

<b>8:40</b>	Doors open, children start early morning work
<b>8:50</b>	Morning registration, school starts
<b>10:10-10:25</b>	Morning break for Reception – Year 3
<b>10:45-11:00</b>	Morning break for Year 4 – Year 6
<b>11:40-13:00</b>	Lunch time, staggered
<b>13:00</b>	Afternoon registration
<b>15:20</b>	School ends ( <b>15:15 for Reception</b> )

## **START OF THE SCHOOL DAY**

At 8.40am parent and carers take their children to the drop off point for their class; outdoor play area for Reception and Year 1, quiet area entrance for Year 2, Year 3 and Year 4, co-op side gate entrance for Year 5 and Year 6. Teachers are sometimes available for a few minutes before school begins, but this is a very busy time so we would appreciate if parents/carers did not expect to have extended discussions with teachers in the morning. If something is troubling you, this is a good time to make an appointment to see your child's teacher later in the day or week.

It is important that children arrive on time. Pupils are often quite upset to arrive late and find that they have missed the start of the day. Please remember, however, we would rather a child be late than not come into school at all. If your child arrives late in the mornings, please come to the school office at the front visitor entrance. Your child will be signed in at the school office, their lunch option noted and taken to their class.

## **MORNING BREAK**

Weather permitting, children usually play outdoors during break time. Their break is 15 minutes. Please make sure they have a coat and weather appropriate clothing. Children may bring fruit to eat during the morning break. Free fruit is available for children in Reception, Year 1 and Year 2. No fizzy drinks or sweets are allowed on school premises.

## **LUNCHTIME**

Children can have a school lunch cooked on the premises and served in the canteen, at the far end of the playground. Children make their hot meal booking at morning registration. The menu is available on the school website under >Parents, >Useful Information. Lunch is charged at £2.50 per day, £12.50 for the week. Children in Reception, Year 1 and Year 2 are entitled to a free school meal. We use the online payment system ParentPay, where parents/carers can pay their child's lunch balance online. Children may bring a packed lunch from home, this could consist of a savoury filled sandwich, alternatively pasta salad/rice etc, fruit, a yogurt and water. **We are a nut free school.** All children have 15-20 minutes to sit down and eat their lunch in the canteen. All children are expected to sit down and eat and wait with their classmates until the outside playtime. The children then all enjoy a supervised playtime outside for 40-45 minutes, inside if it is heavy rain. At the end of their playtime, they line up in the playground and are collected by their teachers for the afternoon registration and learning.

## **END OF THE SCHOOL DAY**

The school day ends at 3.20pm (3.15pm for Reception) and parents/carers are encouraged to wait for their children at the appropriate exit (the same as morning dropped off). If parents/carers have not arrived to collect their child by 3.25pm, then children will be taken to the office to follow up and then taken to after school club. If after school club is required as a result of late collection, the session may be charged for. If you know you are going to be late, please call and let us know; children get very anxious when a parent/carer is late. If you have arranged for someone else to pick up your child, please let the school know, and ensure the other person is clear about your arrangements. The school cannot ask other parents to take your child home. Year 5 and Year 6 children may walk home alone, provided we have the completed permission form from their parents/carers; these will be sent out in September.

## **MOBILES**

Only children in Year 5 and Year 6 may have a mobile phone in school. These must be handed into the class teacher first thing in the morning for secure storing and collected at the end of the day. A letter will be sent home outlining responsibilities at the start of the academic year.

## **ASSEMBLY**

The children attend assembly daily.

Monday	Class teacher/Headteacher – in class or whole school
Tuesday	Fr Darren/Headteacher – Collective worship
Wednesday	Deputy Head – Values/Topic assembly
Thursday	Music co-ordinator – Singing assembly
Friday	Headteacher – Celebration sharing assembly

## **ENTERING AND EXITING THE SCHOOL BUILDING**

To help manage the flow of children safely through the school, we ask each class to use certain doors:

Reception and Year 1 should use the entrance/exit through the play area by the Reception and Year 1 classrooms.

Year 2, Year 3 and Year 4 should use the entrance/exit by the quiet area, children will be dismissed from here too.

Year 5 and Year 6 should use the entrance/exit by the school gate on the co-op side of the school.

*Please note, children must NOT play on the play equipment in the playground before or after school. Thank you.*

## **SECURITY**

For security reasons the gates at the side of school and the back of the playground are locked between 8.50am – 3.15pm. The car park at the front of school is for staff and visitors only. We encourage children to walk or cycle to school but if you do come to school by car, please park responsibly in a neighbouring street.

## **BICYCLES**

The school has bicycle racks for pupil's bikes and scooters in the bike store at the back of the playground. The racks in the car park are for staff and visitors. It is the owner's responsibility to ensure that their bicycle or scooter is securely locked in the bike store. *Bicycles and scooters must NOT be ridden on school premises.*

## **SCHOOL UNIFORM**

Clothing should be clearly labelled with the child's name. School Trends is our school uniform supplier for purchasing items with the St Andrew's logo. [www.schooltrends.co.uk](http://www.schooltrends.co.uk)

SASA sells second hand uniform – please contact the school office with your requirements.

Trousers, shorts, or skirts	Plain (no logos) grey, navy or black (no jeans) Skirts should be knee length (shorts or leggings – plain grey, navy or black – can be worn under skirts)
Shirts, blouses, polo shirts	White or blue – plain or with school logo
Summer dresses	White/blue gingham
Pullovers, sweatshirts, cardigans	Royal blue – plain or with school logo
Footwear	Flat shoes or trainers (which do not ride above the ankle) – plain colour No flip flops, jelly shoes or high heels
Socks / tights	Plain grey, navy, white or black
Jewellery	No jewellery to be worn, except for small plain stud earrings (removed for PE) A plain, no internet-enabled watch may be worn
Cultural / Religious clothing	e.g. a Hijab should be in line with school uniform (grey, navy, black or white) and functional for all curriculum subjects/health and safety
Hair	Long hair should be tied back for school and PE for safety
Coats	Personal choice, but warm and waterproof

## **PE UNIFORM**

Clothing should be clearly labelled with the child's name, in a named small bag to be kept on the child's peg

Trousers or shorts	Plain (no logo) grey, navy or black tracksuit material
Shirts	Plain (no logo) white or blue (polo shirt is fine) or school logo t-shirt (available to purchase from school trends website)
Pullover or sweatshirt	Plain (no logo) blue or black
Footwear	Trainers (for outdoor)
Swimming	Swimming costume, towel and swimming hat

School book bags, swimming hats and water bottles are available to purchase from the school office: Book bag - £4, water bottle - £2, swimming hat - £1

## **KEEPING IN TOUCH**

- School update newsletters are emailed out from the Headteacher weekly, these include key dates, reminders and advanced information and can be found on the school website under >Parents >Newsletters.
- Class letters and topic webs from your child's class teacher are emailed out termly.
- Emails from ParentPay are sent with information about trips, updates, and other events throughout the year.
- Class Dojo is used by class teachers for reminders and sharing photos of events in school.
- Class teacher consultation meetings are in the Autumn and Spring term and are opportunities to talk to your child's class teacher.
- A full school report is shared in the Summer term.
- The school website displays useful information about the school with key dates in the school calendar.
- Parents and carers are encouraged to join us for special events during the year. These might include services at St Andrew's Church, class performances and SASA events.

## **LOST PROPERTY**

Named lost property will be returned to your child. Other items of lost property will be placed in a blue box outside the library or outside the Year 1 classroom.

## **EMERGENCIES**

Before your child starts school, you are asked to complete an enrolment form giving the school emergency contact telephone numbers and any medical information. If your child is taken ill or is injured whilst at school, we will use the information given on these forms to contact you. It is important that the school office is made aware of any changes to the emergency contact details and or medical information as soon as possible. A change of contact details form is available from the school website. [Useful Information | St Andrew's Church of England Primary School \(st-andrews-pri.oxon.sch.uk\)](http://www.st-andrews-pri.oxon.sch.uk)

The school has several first aid and paediatric first aid trained staff. When an accident occurred the first aider decides on the extent of the injury and, if only minor, will deal with it. Serious accidents are reported immediately to the Headteacher or Deputy Head, who will decide if the child needs to go to the hospital. Every effort is made to contact parents/carers, but where parents/carers are not available, a member of staff will accompany the child and stay until a member of the family arrive.

All head injuries, however minor, are reported to the class teacher. All serious accidents are recorded in the accident book. If a child has an injury which might not be easily noticed (an 'unseen injury') or a head bump, an accident form is sent home with the child.

## **PROCEDURE FOR TAKING CHILDREN OUT OF SCHOOL DURING THE DAY**

You are expected to make all routine appointments outside of the school day. If, due to a rare circumstance, you need to take your child out of school during the day, please email the school office who will inform the class teacher. A member of staff in the office will sign your child out.

## **ABSENCE**

If your child is absent, please contact the school office each day that they are off to let us know why they are not in school. If a child is absent without explanation, the school office will contact the parent/carer to ask for an explanation. We are required by law to keep detailed records of absence, and to report the statistics annually. It is your responsibility to provide an explanation. Good attendance means being in school at least 96% of the time. This means 8 days off during the year.

## **PLANNED ABSENCE**

The school can only authorise leave in exceptional circumstances. You are encouraged to not take your child on holiday during term time. All holidays are recorded as unauthorised in the register. A leave of absence request form is required for all days taken during term time, this is available from the school office or website. These should be completed a minimum of two weeks prior to the absence and returned to the Headteacher, who may speak with you about the absence.

## **ILLNESS**

If your child has been sick or ill during the night, we would appreciate it if you did not send them into school for 48 hours, as per the NHS guidance. The NHS website is a good reference for illness; [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk) A child who becomes ill at school may be taken to the medical room next to the office. If needed the child is able to lie down while a parent/carer is contacted to come and collect.

## **MEDICINE**

It is best to avoid children having to bring prescription medicines into school, by scheduling the doses for times when the parent/carer can administer them at home. Parents/carers are welcome to come to school to administer medication. Medication should be brought to school when absolutely essential, and the 'Request for school to administer medication' form must be completed. The completed form, together with the medicine, should be handed to the school office. Only medication which has been prescribed by a doctor can be administered in school.

## **SCHOOL CHARGING POLICY**

The Governors have agreed a charging policy for school visits, as required by law:

- Educational visits made within school hours – voluntary contributions will usually be asked for.
- Non-residential trips made outside school hours – charges will only be made if the activity is not a necessary part of the national curriculum or religious education.
- Residential visits – mandatory charges may be made for board and lodging (remissions available to parents in receipt of certain benefits). Voluntary charges may be sought for other expenses such as transport, entrance fees, insurance etc.

No child will be left out or treated differently in any way because their parents/carers could not or would not make a contribution. Where voluntary contributions have been sought, if not enough money is forthcoming the activity may be cancelled.

## **MAKING PAYMENTS FOR SCHOOL CHARGES**

We use ParentPay as an online payment method for school activities, trips, clubs, and lunches. When your child starts at St Andrew's you will be issued with a username and password to access the ParentPay system. We can still accept cash and cheques (made payable to OCC).

## **WATER**

It is very important for children to drink water regularly. Water bottles can be purchased from the school office for £2. Children are encouraged to drink throughout the day. There are also water fountains in the playground.

## **LIBRARY**

Each class has its own weekly library time when children can borrow books. There is a wide range of books, fiction, and non-fiction, which we hope the children will enjoy reading. The school has a librarian, Mrs Walker, who works from 11am until 3pm Monday – Thursday. If your child loses their library book, the school librarian will send you a bill so that the book can be replaced.

## **BIRTHDAYS**

At St Andrew's we value the importance of recognising children's birthdays. Some families like to send in a small treat for their child to share with their class, but there is no obligation to do so. If you would like to do this, we are happy to share out a small individual cake, or a small packet of sweets or a biscuit. Other things children sometimes like to share out are a pencil, or a ruler or fruit. Things we would rather not have in school are whole birthday cakes, drinks, toys, party bags, party food or fast food.

In school we acknowledge and celebrate birthdays in assembly with the birthday song and Reception children wear the birthday hat.

If you prefer that your child does not take a birthday treat, either regularly or as a one off, please let us know and we will support you in your decision. Please remember we are a NUT FREE school.

### **EXTRA-CURRICULAR ACTIVITIES**

St Andrew's offers many opportunities for extra-curricular activities both during and after school hours. A wide range of clubs and activities supplement the statutory curriculum. We feel children benefit from having the opportunity to be involved in a variety of activities and we welcome family support in initiating or running new clubs. Parents/carers should talk to the Headteacher about their ideas. Some of the extra-curricular activities currently on offer are:

- Orchestra
- Games club
- Hockey
- Choir
- Judo
- Art club
- Theatre club
- Gamelan club
- Residential trips to Hill End and Woodlands
- Oxford City Young Singers

### **AFTER SCHOOL CLUB AND BREAKFAST CLUB**

We have a thriving After School Club (ASC) and a morning breakfast club, which provide care both before and after school for children attending St Andrew's. Breakfast club operates from 7.45am – 8.40am, and breakfast is on offer. The cost per session is £4. After school club operates from 3.20pm – 6pm and costs £10.80 per session. Both clubs are available Monday through to Friday. Pupils attending ASC can choose 'structured sessions' or 'guided free play' if they wish. The structured sessions include various sports, art, music, drama, dance, and cookery.

ASC places need to be booked for the term and a term's notice needs to be given if you wish your child to stop attending, please see the ASC booking form on the school website. Parents/carers are expected to pay for the session even if their child does not attend, e.g. they are going home with another child or are ill.

Breakfast club is a drop-in session and parents/carers do not need to book in advance.

### **HOME/SCHOOL COMMUNICATION**

Both formal and informal opportunities exist for you to discuss your child's progress. In the Autumn and Spring terms, parents/carers are invited to school for class teacher consultation meetings. In the summer term you will receive your child's school report. The staff at St Andrew's are very easy to contact on an informal basis at the beginning and end of the day, or longer meetings can be arranged with individual teachers. The school has a Home School Link worker, Suzanne Walker, who is able to support families.

You should always feel able to discuss anything that is concerning you with a member of staff. If possible, speak first to your child's class teacher. This is the person primarily responsible for your child's well-being. If the problem needs discussion at length, the teacher will probably suggest that you arrange an appointment when both of you can talk privately and at leisure.

### **GOVERNOR & PARENT/CARER LIAISON**

Our Governing Body can be contacted by email at [governors@st-andrews-pri.oxon.sch.uk](mailto:governors@st-andrews-pri.oxon.sch.uk)

Their photographs are on the Governor board near the office.

### **HOME LEARNING**

St Andrew's is keen that children take books home. Younger children have a Reading Record Book in which the child, a parent/carer and the teacher can all make comments. Children should read to themselves and or read to parents/carers for 10-20 minutes every day. The home learning policy is available on the school website.

### **HELPERS/VOLUNTEERS**

We are always grateful for parent/carer helpers in school. If you are interested in being a volunteer in school, please read the Policy on Volunteers in School, available on the school website, then get in touch with your child's class teacher or the headteacher.

### **ST ANDREW'S SCHOOL ASSOCIATION (SASA)**

St Andrew's has an active parent-teacher association, called SASA, which organises a range of social and fundraising events. All parents and carers are automatically members of SASA. Everyone is encouraged to join in and help contribute towards the well-being of the children at the school. A SASA committee is elected each year. Forthcoming SASA meetings and events are advertised throughout the school, on the school website and on the SASA notice board.

Finally, we look forward to getting to know you and your child better over the coming years.

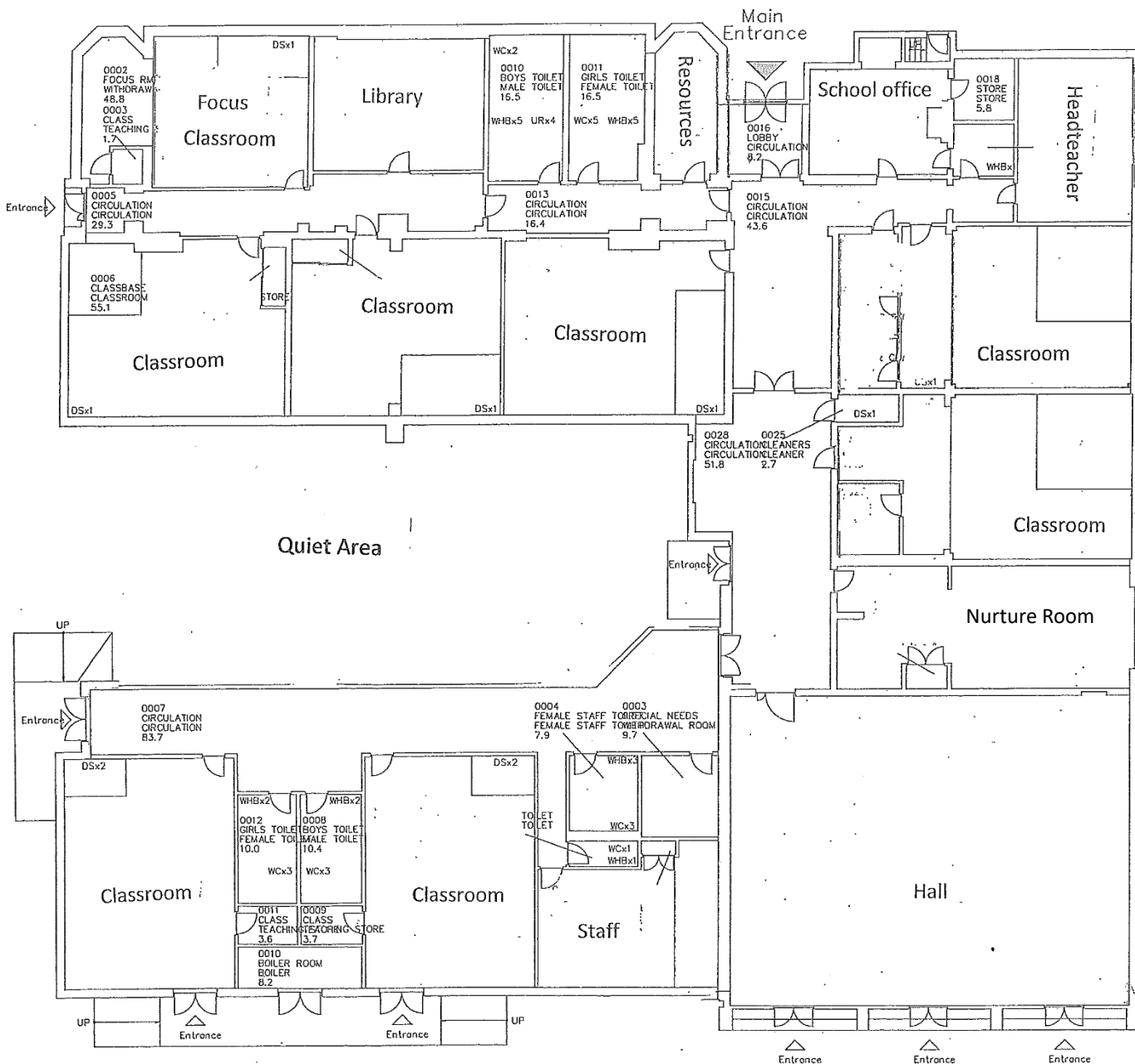
## HOW TO CONTACT US

St Andrew's C of E School, London Road, Headington, Oxford OX3 9ED. Tel: 01865 762396.

Email: [office.3211@st-andrews-pri.oxon.sch.uk](mailto:office.3211@st-andrews-pri.oxon.sch.uk) Website: [www.st-andrews-pri.oxon.sch.uk](http://www.st-andrews-pri.oxon.sch.uk)

Headteacher: Mrs Jo Holmes

## ST ANDREW'S C of E PRIMARY SCHOOL LONDON ROAD SITE MAP





# ST ANDREW'S C of E PRIMARY SCHOOL TERM DATES 2024/2025

Oxfordshire 2024/25 Academic Calendar

Pupil Days

Bank holidays

School holidays

Inset day

Sep-24						
Mon		8	9	16	23	30
Tue		3	10	17	24	
Wed		4	11	18	25	
Thu		5	12	19	26	
Fri		6	13	20	27	
Sat		7	14	21	28	
Sun	1	8	15	22	29	

Oct-24						
Mon		7	14	21	28	
Tue	1	8	15	22	29	
Wed	2	9	16	23	30	
Thu	3	10	17	24	31	
Fri	4	11	18	25		
Sat	5	12	19	26		
Sun	6	13	20	27		

Nov-24						
Mon		4	11	18	25	
Tue		5	12	19	26	
Wed		6	13	20	27	
Thu		7	14	21	28	
Fri	1	8	15	22	29	
Sat	2	9	16	23	30	
Sun	3	10	17	24		

Dec-24						
Mon		2	9	16	23	30
Tue		3	10	17	24	31
Wed		4	11	18	25	
Thu		5	12	19	26	
Fri		6	13	20	27	
Sat		7	14	21	28	
Sun	1	8	15	22	29	

Jan-25						
Mon		5	13	20	27	
Tue		7	14	21	28	
Wed	1	8	15	22	29	
Thu	2	9	16	23	30	
Fri	3	10	17	24	31	
Sat	4	11	18	25		
Sun	5	12	19	26		

Feb-25						
Mon		3	10	17	24	
Tue		4	11	18	25	
Wed		5	12	19	26	
Thu		6	13	20	27	
Fri		7	14	21	28	
Sat	1	8	15	22		
Sun	2	9	16	23		

Mar-25						
Mon		3	10	17	24	31
Tue		4	11	18	25	
Wed		5	12	19	26	
Thu		6	13	20	27	
Fri		7	14	21	28	
Sat	1	8	15	22	29	
Sun	2	9	16	23	30	

Apr-25						
Mon		7	14	21	28	
Tue	1	8	15	22	29	
Wed	2	9	16	23	30	
Thu	3	10	17	24		
Fri	4	11	18	25		
Sat	5	12	19	26		
Sun	6	13	20	27		

May-25						
Mon		5	12	19	26	
Tue		6	13	20	27	
Wed		7	14	21	28	
Thu	1	8	15	22	29	
Fri	2	9	16	23	30	
Sat	3	10	17	24	31	
Sun	4	11	18	25		

Jun-25						
Mon		8	9	16	23	30
Tue		3	10	17	24	
Wed		4	11	18	25	
Thu		5	12	19	26	
Fri		6	13	20	27	
Sat		7	14	21	28	
Sun	1	8	15	22	29	

Jul-25						
Mon		7	14	21	28	
Tue	1	8	15	22	29	
Wed	2	9	16	23	30	
Thu	3	10	17	24	31	
Fri	4	11	18	25		
Sat	5	12	19	26		
Sun	6	13	20	27		

Aug-25						
Mon		4	11	18	25	
Tue		5	12	19	26	
Wed		6	13	20	27	
Thu		7	14	21	28	
Fri	1	8	15	22	29	
Sat	2	9	16	23	30	
Sun	3	10	17	24	31	

Students 190 days  
Teachers 195 days

**Pupil days shown include four to be selected by schools as additional INSET days**  
**Teacher working days include five INSET days**

Autumn Term : 74 Days  
Spring Term : 67 Days  
Summer Term : 53 Days