

St. Christopher's School Parents Handbook



2018-19

These are very important years, which lay the foundations for your child's future education and our aim is for your son or daughter to reach their potential in a happy and caring environment.

In order to achieve this we expect to work in a partnership with you to provide an all-round education for your child.

We ask parents to:

- Support the aims of the school and promote apposite attitude
- Encourage self-discipline in your child
- Ensure that homework is satisfactorily completed and handed in on time
- Ensure that your child attends school regularly and notify us of any reason for absence
- Keep us informed of anything that happens at home, which may account for changes in your child's behaviour. All the staff are approachable and parents are always welcome here
- Support extracurricular activities and events

This handbook contains day-to-day information that you may find useful to have at hand.

## **Key Information**

Headteacher: Mr GP Musetti

Proprietor and School Governor: Mr A Mehta

School Address: 71 Wembley Park Drive, Wembley  
London, Middx. HA9 8HE

Tel: 0208 902 5069

Proprietor's Address: Inspired Learning Group  
First Floor, Old Brewery House  
189 Stanmore Hill, London HA7 3HA

Proprietor's Tel: 0207 127 9862

The school is part of the Inspired learning Group. Full Inspired Learning Group Head Office details are to be found on the St Christopher's Website at [www.stchristophersschool.org.uk](http://www.stchristophersschool.org.uk).

## **Registration and Admission**

Pupils are normally admitted in September but may join the school at any time throughout the year if there is a vacancy. The Headteacher meets prospective parents and shows them around the school. A non-returnable fee is payable upon submission of the registration form.

Reception pupils are assessed informally.

Older children are assessed and a report requested from the child's previous school before a place is offered. The assessment and the report allow us to judge the child's academic needs and ability.

If an offer is made a refundable acceptance deposit becomes payable once the place has been accepted. This secures the pupil's place at the school. This deposit is credited to the final term's account. St Christopher's does offer a sibling discount details of which can be obtained from the office.

## **Child Safeguarding and Protection**

At St Christopher's we apply very stringent policies and procedures to ensure your child learns in a completely safe environment.

The application of these procedures is overseen by our team of Designated Safeguarding Officers, who include:

Mr GP Musetti	Headteacher
Mrs D Morton	Deputy Head Pastoral
Mrs J Robertson	Deputy Head Academic
Mrs B Woodbridge	School Secretary
Mrs J Bhadresa	Head of EYFS

Should you have any concerns which revolve around the safety of a child, please approach one of our DSO team for trained advice and guidance.

Part of our child safety procedures is that we do not allow adults (including parents) who do not have a full range of Police and regulatory checks to access the school building unaccompanied. However, you are welcome to enter through the front door, sign in and see the secretary in the school office whenever you need to. The Headmaster is also usually on duty at the school entrance at the start of the day and you will always be able to meet the class teacher at the day's end. Tours of the school are also available to existing parents upon request.

Above all we like transparency at St Christopher's and strive to have fair rules which everyone understands. Our key policies are available on our website

and parents can request a hard-copy of any school policy at the school office.

Every child has an opportunity to speak to the Headmaster at lunch-time play, when he is on playground duty.

We're approachable and available.

## **School Hours**

### **Arrival**

The Headteacher, or one of the school staff, welcomes the children at the cloakroom entrance wishing them "Good Morning". The school doors open at 8.40 a.m. and parents are responsible for their children until they enter the premises. The member of staff on cloakroom duty is happy to convey messages to other teachers via the Message Book. School doors close at 8.55 a.m. by which time all children must be present. Do bring your children in good time in the morning. Children rushed in at the last moment or arriving late can become upset.

The school runs both Pre-care and After-care. Pre-care runs from 8.00am and After-care runs until 6pm. Details can be supplied to interested parents.

### **Collection**

Similarly please ensure that you collect your children in good time at the end of the day. Little children like to see a familiar face as soon as they come out of school.

At the end of the day the children and their teachers identify the parents or authorised person outside the school, who is to collect them. The children wish their teachers "Good Afternoon".

Reception children leave at 3.20 p.m. from the main door. All other children leave at 3.30 p.m. from the cloakroom exit. If there is a change in your arrangements for collecting your child, please let the school know by letter, homework diary/link book or telephone. A password will need to be provided for a person, who is unfamiliar to the school, to collect a pupil.

Furthermore, for Reception and Year 1, parents are expected to liaise with the class teacher to operate a 'safe' password system for dismissal.

Please pick up your child/ren promptly.

## **Teachers**

Teachers are available for a brief chat in the morning and at pick-up time. An appointment should be made for any lengthier discussion.

Evening meetings are arranged in the Autumn, Spring and Summer Terms for meetings between you and your child's teachers.

Target setting reports are given in the Autumn and Spring term.

A full written report is sent out at the end of the Summer Term.

### **Link Book/Homework Diary**

Your child will be provided with a link book/homework diary in which any notes for the teacher should be written, such as a change in going home arrangements, lost clothes etc.

### **Homework**

All children are encouraged to read and all pupils take books home. At the beginning it may well have only pictures. This is quite usual in schools and provides an opportunity for you and your child to look at the book together and for your child to tell you the story. All classes have a class library.

From Reception, homework is set regularly by the class teacher and occasionally by specialist teachers. Your child will have a note of what he/she has to do in his homework diary.

Homework varies in length and increases as your child gets older. A rough guide would be 20 minutes in Year 1 increasing to about an hour to an hour and 30 minutes in Year 6. Your child will bring his/her reading book home and you should encourage your child to read aloud to you. This is helpful even when he/she is an able reader.

### **Absence**

If your child is away from school due to illness, please inform the school office in the first instance by either telephone call or email. Notices must be received by 9am. Should you phone the absence through a letter to inform us of the reason for the absence must be given to the class teacher on the child's first day back. If you know your child is going to miss school for a particular reason e.g. a doctor's appointment, again we need to be advised in writing ahead of time.

It is clearly preferable for your child's sake not to miss any term time. It is the school's legal duty to ensure that attendance does not fall below a certain level. Absences have to be accounted for officially and need to be approved by the school, so please write to the Headteacher seeking permission to take your child out of school for any reason.

## Holidays

Please do not take holidays during term time as we have ample school holidays and children risk missing important work. Family holidays taken during term time will be recorded as unauthorised absences.

## Illness During School Hours

If your child becomes sick during the day, we will contact you if they need to be collected.

If your child has a temperature or anything contagious or has vomited in the night, please keep him/her at home for at least 24 hours, until the symptoms have passed.

Similarly if your child has head lice please keep them at home until you have administered a suitable treatment.

## Medicines and First Aid

If medicines need to be taken during school hours, they must be handed to the Headteacher or the School Office with a signed letter explaining the dosage, time and frequency. Medicines will only be given if prescribed by the GP and with your written instruction. **Antibiotics cannot be administered by the school.** Medicine will be administered under the supervision of 2 adults and recorded. If a child needs to take medicine over a period of several days, it is probably unwise for the child to be in school.

Only water, antiseptic wipes and when necessary adhesive sterile dressings and hypoallergenic plasters will be administered in the case of cuts.

If your child has a bump to the head, a form will be completed by a member of staff and a copy given to you. This is to ensure that you are aware of the accident and the symptoms that may indicate complications. We will inform you of any head injury sustained by your child on the same day, or as soon as reasonably practicable, and any first aid treatment given.

If there is a serious accident, we will contact you, and if we deem it necessary, call an ambulance. Please ensure your contact details are always up to date.

All our staff have current First Aid qualifications.

## Lunch Boxes

All children need to bring a packed lunch to school in a named container and any equipment needed for eating it, including plastic cutlery and a napkin.

Small children can find lunchtime worrying and a few practice lunches eating out of the new lunchbox before they start school will boost confidence. There will always be someone in the room to help with a tight flask or awkward packet. Try to make their lunches appetising and easy to eat.

At St Christopher's we do place an emphasis on healthy eating. Food can include sandwiches, hot meals in a flask, salad, noodles, sushi etc. a piece of fruit, yoghurt or a small cake. It can be helpful if you peel oranges and cut apples into segments.

A few things are not allowed:

- Chewing gum
- Nuts (all types)
- Peanut butter
- Canned drinks
- Glass bottles
- Chocolate
- Crisps

We regret that there are no facilities for cooking or heating dishes on the premises.

Every child should have a water bottle provided for them which may be filled from the chilled water dispenser when necessary. Reception children will be provided with a bottle on their first day. Replacement bottles can be bought from the school office.

## **Snacks**

A snack, such as a plain biscuit, savoury snacks or piece of fruit, may be brought for morning break. Milk is available for a termly cost but if your child does not have milk you may provide an extra carton of juice or water.

Small birthday treats may be brought in by arrangement with the class teacher and will be distributed at the end of the school day for children to take home.

## **Uniform**

St Christopher's is a traditional independent school with high standards and values. The uniform represents belonging to the school community. Conformity to the rules and spirit of that community is a valuable discipline for the children and one, which we know you wish to support.

All children wear the same uniform.

A uniform list is included at the back of the handbook. **Every item of uniform should be named.** Please make sure that shoes are sensible and well fitting. Pinafore dresses, blouses and cardigans are worn by the girls for the Autumn and Spring terms. Summer dresses are worn in the Summer term. Boys wear long trousers in the Autumn and Spring terms. Boys in Years 5 & 6 may wear long trousers during the Summer Term, whereas all boys between Reception and Year 4 wear shorts. There are separate hats for summer and winter wear.

### **Jewellery**

Plain gold studs earrings may be worn but no other jewellery other than a watch is allowed in school.

## **Games**

All year groups have P.E. on a Monday.

Years 1 and 2 have weekly Wednesday swimming lessons at Vale Farm Leisure Centre and travel there by coach. They wear their PE kit for the whole day to help them change quickly. **Please note:** Vale Farm will not allow children excused from swimming at the pool. Any child not swimming will remain at school and be placed in another class with work to complete.

On Thursday the children have games. Reception, Year 1 and 2 will be taught at school in the morning. The older children in years 3, 4, 5 and 6 will be transported to a local sports field for the afternoon and can come into school wearing their games kit on the day.

PE kit should be brought to school on PE days and then taken home for washing. Your child's teacher will inform you of these days.

## **Parking/traffic**

Parking, as any parent will tell you, can be a problem. Parents are not to park directly outside the school. This is not only dangerous to both traffic and the children but is a traffic offense that can result in a parking ticket from the Local Authority. Please do not park across neighbours' driveways.

We also do not allow parking on the school forecourt at any time as this is also a fire assembly point.

**Please take great care when crossing Wembley Park Drive. There are some very inconsiderate drivers.**

## **Policies and Procedures**

The following school policies and documents are available for parents to download directly from our website: Admissions Policy, Anti-Bullying Policy, Behaviour Policy, EAL Policy, Safeguarding Children Policy, Complaints



Procedure, Health and Safety Policy, Off-site Visits Policy, the School's Aims, academic performance and staff details.

All policies are kept in the school office and you may ask to view them or request a copy.

### **Specialist Teachers**

Children will spend the main part of the day with their teacher, although specialist teachers teach Music, PE, ICT and French.

### **Extra Curricular Activities**

The school has a variety of after school or lunchtime clubs available as extra curricular activities: Needlecraft, Netball, First Aid, Book Club, Recorders, Choir, School Orchestra, Multi-skills, Computer Club, Booster Club and Cookery. Parents receive notification of clubs at the beginning of each term and a notice is placed on the notice board inside and outside school. There is no extra charge for these activities.

### **Educational Visits**

Visits are made regularly to theatres, museums, places of worship, musical concerts, art galleries and other places of educational interest. These visits are linked to your child's programme of study. We also have visiting drama workshops. The cost of these outings is included in the fees.

The Year 5 and 6 Activity Week and Residential trip (which are alternated annually) are at an additional cost which will be advised to parents during the Autumn term.

### **Discipline**

St Christopher's School encourages its pupils to develop good manners, consideration for others and a conscientious attitude to work. There is a Behaviour Policy in place which involves positive behaviour 'housepoints' being awarded and a system of warnings, yellow cards and ultimately a red card as sanctions for misbehaviour.

### **Communication**

St Christopher's School maintains regular communication with parents through two termly newsletters.

Reports are sent home annually and parents are encouraged to attend open evenings to discuss their child's progress and targets. Parents are also

welcome to make an appointment to see their child's teacher or the Headteacher at other times.

## **Friends of St Christopher's**

"Friends of St Christopher's" is our parents' association. It is non-political and non-religious whose sole aim is to fundraise and arrange social activities throughout the year. They regularly organise the Christmas Bazaar, the Summer Fete and other events. All parents are members of FoStC and 2 parent representative from each class constitutes the committee.

Friends members also have direct access to the Headteacher in order to support the development and improvement of the school. Finally, the 'Friends' is exactly what the name implies; it is a friendship group focussed on the school.

## **Our Aims and Ethos**

For the past 88 years, the school has developed and maintained a unique ethos – a small family school in a large bustling city, London. We take pride in having held on to this core value. Our school Mission and aims are:

### [Mission Statement](#)

At St Christopher's School we aim to fully realise the educational potential of our pupils; academically, socially, artistically and physically. We encourage in everyone a sense of personal responsibility and individual worth within a caring multi-cultural community. As a result our school has a happy and supportive atmosphere which is conducive to learning.

### [Aims](#)

Through a rich variety of experience the children can:

- Develop a sense of responsibility, care, consideration and respect towards themselves and others
- Develop lively and enquiring minds
- Develop academically to the best of their ability
- Learn to respect religious and moral values and celebrate the diversity of people, religions and ways of life
- Acquire knowledge and develop relevant life skills in an ever changing world

### UNIFORM LIST FOR BOYS

#### Autumn and Spring Terms

- \***Blazer** - grey with school crest and maroon trim
- \***Cap** - grey with school crest
- \***Jumper** – maroon with grey trim
- \***Grey shirt** – long sleeved
- \***Tie** - maroon and blue stripe
- \***Scarf** - maroon and blue stripe (optional)
- \***Beanie** hat (for cold weather)
- Grey trousers
- Grey socks (short)
- Shoes – black
- Gloves - maroon or grey
- Navy blue raincoat – to be ordered from the school office

#### Summer Term

- \***Regulation blazer, cap, jumper and tie**
- \***long grey socks with maroon trim**
- Grey shorts- (worn by all boys up to and including Year 4)
- White shirt – short-sleeved
- Shoes - black

### SPORTS UNIFORM FOR BOYS

#### Reception to Year 2

- \***White polo shirt with school crest**
- \***Maroon shorts**
- \***Maroon Tracksuit - top with school crest and matching bottoms**
- \***Navy blue drawstring P.E bag**
- White Trainers
- White ankle socks
- Navy blue swimming trunks and navy blue swimming cap (Years 1 & 2 only)
- Maroon cagoule - this is only available from the school office

#### Years 3-6

- The same Sports Uniform as above PLUS
- \***Navy football shorts**
  - \***Reversible maroon/pale blue football jersey**
  - \* **Maroon football socks.**
  - Football boots (plastic studs only)

Other Items

- \***Navy blue art overall**
- Book bag for Reception, Year1 and 2, available from the school office
- Large maroon bag for Years 3-6, available from the school office
- Swimming Bag for Year 1 and 2, available from the school office

Items marked with \* must be obtained from Harrow School Outfitters

## UNIFORM LIST FOR GIRLS

### Autumn and Spring Terms

**\*Blazer - grey with school crest and maroon trim**

**\*Hat - grey hat with school crest and maroon trim**

**\*Tunic – grey**

**\*Tie - maroon and blue stripe**

**\*Cardigan – maroon with grey trim**

**\*Scarf - maroon and blue stripe**

**\*Beanie hat (for cold weather)**

Blouse - white long sleeved

Tights - maroon or grey

Socks - white knee length

Gloves - maroon or grey

Shoes – Black

Navy blue raincoat to be ordered from the school office

### Summer Term

**\*Dress - regulation red gingham dress to be worn with cardigan and blazer**

**\*Boater - with maroon band**

Socks – plain white ankle or knee length

Shoes - black buckled sandals

## SPORTS UNIFORM FOR GIRLS

Reception to Year 6

**\*White polo shirt with school crest**

**\*Maroon shorts**

**\*Maroon tracksuit- top with school crest and matching tracksuit bottoms**

**\*Blue P.E bag**

White ankle socks

White trainers

Navy blue swimming costume and navy blue swimming cap (Years 1 & 2 only)

Maroon cagoule - only available from the school office

### Other Items

**\*Navy blue art overall**

Hair bands – maroon, available from the school office

Swimming Bag for Year 1 and 2 available from the school office

Book bag for Reception, Year 1 and 2, available from the school office

Large maroon bag for Years 3 - Year 6, available from the school office

St Christopher's School uniform can be purchased in store at:

The Outfitters  
23 High Street  
Harrow On The Hill

Middlesex

HA1 3HT

Tel : 020 8422 1045

[www.theschoolwearspecialists.co.uk](http://www.theschoolwearspecialists.co.uk)

Monday to Saturday 9am - 5:30pm Excluding Bank Holidays

Children's winter coats can be purchased online at Beats Uniforms. Contact school Secretary for details.

Please call or e-mail for help and advice.

We recommend that you download the uniform list for reference.

### St Christopher's Uniform List



Boys Uniform



Girls Uniform