



St Margaret's CE Primary School

Parent Handbook

Email: school@stmargaretsprimary.org.uk

Tel: 01903 785416

Updated 2025

Our Mission:

- To develop a life-long love of learning
- To grow spiritually and reflect Jesus in our words and actions
- To foster self-respect and love for others
- To provide opportunities for ALL to flourish
- To serve our community
- To prepare and equip for an ever-changing world

Vision & Core Values

Our Educational Vision

To be a school that strives for excellence, values effort and celebrates achievement. Together our learning is creative, enriching and relevant to today and tomorrow.

Our Spiritual Vision

At St Margaret's, children engage with the Christian faith and are encouraged to respond positively to God through Jesus. We nurture a practical vision of Christianity and its outworking in their lives through love and service based on His teachings.

Our Vision for Personal and Social Development

Quite simply, for our children to be the best they can be; to reach their God-given potential, to live lives of integrity, growing in knowledge and wisdom and able to make good choices now and throughout their lives. Our children respect themselves and others, are appropriately self-confident, have resilience and optimism for the future.

Our Vision of the Community

To be a community that reflects God's love in our relationships with one another; that cares for God's creation, that welcomes the diverse gift of others and reaches out with hearts that seek to serve.

Our Values

- Respect
- Teamwork
- Love
- Kindness
- Friendship
- Resilience

Dates and Times

School Year 2025-2026		Half Term
Autumn	Wed 3rd Sep - Fri 19th Dec	Mon 27th Oct - Fri 31st Oct
Spring	Mon 5th Jan- Fri 27th March	Mon 16th Feb - Fri 20th Feb
Summer	Tues 13th April -Wed 22nd July	Mon 25th May - Fri 29th May
Inset Days: INSET DAYS TO BE CONFIRMED		

We have a staggered start and collection system in place for each year group. Please see the relevant time and drop off/ collection point for your child below:

Year Group	Start	Location	Finish	Location
Reception	08:40	Entry Gate upper car park	15:00	Entry Gate. upper car park (front of school)
Year 1	08:40	Silver Entry Gate lower car park	15:00	Playground
Year 2	08:40	Silver Entry Gate lower car park	15:05	Playground
Year 3	08:40	Entry Gate upper car park	15:05	Entry Gate upper car park (front of school)
Year 4	08:40	Green Entry Gate Arundel Road	15:05	Playground
Year 5	08:30	Green Entry Gate Arundel Road	15:00	Playground
Year 6	08:30	Green Entry Gate Arundel Road	15:00	Playground

Anyone arriving after their class time will be marked as late. If the gates are closed on arrival please request entry through the school office.

Office Hours

The School Office is staffed from **8:30 am** to **3.45 pm**. Outside of these hours you can leave a voicemail or email the school office.

School Uniform

School jumpers, cardigans, ties, PE shirts and book bags can be purchased from our supplier - Brigade <http://www.brigade.uk.com/>

Early Years:

- White polo shirt
- Grey trousers/shorts/skirt/ dress
- School logo jumper/ cardigan
- Black school shoes

Year 1, 2, 3, 4, 5 & 6

- White short or long sleeved shirt/ blouse
- Grey trousers/shorts/skirt/ dress
- School tie
- School logo jumper/ cardigan
- Black school shoes

Girls are permitted to wear navy gingham summer dresses during the warmer months. Long hair should be tied up and bows/bands/ clips must be discreet.

P.E. Kit

- School logo navy T-shirt
- School Navy shorts
- Plimsolls or white/ black trainers
- Navy jogging bottoms and navy hooded jumper for colder months

N.B. Jewellery and ear piercings: Pupils with pierced ears may wear discreet studs to school. We would request these to be removed for PE or covered for health and safety reasons. No other jewellery should be worn.

Lost Property

We request that all items of clothing are clearly labelled with your child's full name. We have a lost property box in each class room and some lost items are handed in at the school office. Named items are returned to the relevant children by our lost property monitors. Unnamed items will be kept for a few weeks but **unclaimed items are disposed of every half term.**

School Dinners

Under the Government Universal Free School Meals initiative, all children in **Early Years, Years 1 and 2** are entitled to a **free** school meal.

In order for your child to receive their Hot School Meal you **must now pre-order, 2 weeks in advance** using the **ParentPay** app or alternatively you can order via their website <https://www.parentpay.com>

You will be emailed your login details in due course.

A free hot school meal can also be provided by West Sussex County council to those children in other year groups entitled to free school meals; this includes children whose parents are on benefits so please speak to the school office for further information.

You can check your eligibility for free school meals and apply here:

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/free-school-meals/#is-my-child-eligible>

If your child wishes to have a packed lunch then please ensure there are **no nuts** or **nut products** included as we have a number of children in school with severe nut allergies.

Milk

For all children under 5, milk is provided for free as part of a Government directive. It is also available for children over 5 on a paid basis. Parents can order milk via www.coolmilk.com

Home Learning

Children are set a variety of age appropriate tasks to aid their progress in English and maths and support the work covered in class.

Regular reading at home, learning the spelling of commonly used words and those with particular sounds/letter strings and tasks focusing on the recall of key number facts, forms the basis of home learning.

School Clubs and External Clubs

A list of available clubs will be available at the start of the academic year and updated at the beginning of each term. School run clubs are free and children can sign up with parents' permission via letters sent home and returned to the school office. We also have external run clubs available which can be seen on our website (under clubs), and booked directly with the club provider.

We try to keep clubs running regardless of weather etc. but on the rare occasions we need to cancel them, parents will be informed by text.

There is an externally run wrap-around childcare service held at school, Ticklemetoo, running from 7 am in the morning for morning care and finishing at 6pm in the evening

for after school care. This is a paid service and must be booked directly via Ticklemetoo. Please see their website <https://ticklemetoochildcare.co.uk/>

Charging and Remissions Policy

As we are now a cashless school, any payments for school trips and activities will need to be paid for electronically via the **MCAS (My child at school) app**. The app is also used to send information & news about what's happening in school, parents evenings, school trips and other paid activities. If any parents find themselves in financial difficulty, please contact the school and our Head Teacher will be in touch, to come to an alternative arrangement. (No child will be prevented from taking part in Educational Trips)

We request that all parents download the MCAS app in order to keep up to date with vital information regarding trips, payments, as well as texts, emails and letters which are sent.

Attendance

Absences

We ask that parents **call the school before 9 am** if their child is absent from school. We can then formally amend the register to reflect the reason of absence.

The law requires schools to keep a record and follow up absences without adequate reason. If you are having difficulties getting your child into school, please contact us so that we can arrange a meeting with the leadership team and offer support. We are required by law to inform **West Sussex Pupil entitlement** if attendance becomes a problem, and they are also available to offer support.

Our sickness policy states that, in accordance with NHS guidelines, children and staff should not return to school for 48 hours after the last symptom of vomiting and diarrhoea.

Term-time Absence Requests

The Education (Pupil Registration) (England) Regulations 2006 state that Head Teachers may not grant any leave of absence during term time, unless there are **exceptional circumstances**, and therefore no holidays in term will be authorised.

You will need to complete an absence request form for each child giving as much notice as possible if you intend to take your child out of school for a day or more.

If you are away for more than 6 weeks we are required to remove your child from the school role. You are able to apply for re-admission but a place is not guaranteed.

Medical Appointments

If your child has a medical appointment that cannot be arranged out of school hours, please either send an email on school@stmargaretsprimary.org.uk or call the school office directly. You may collect your child at the arranged time from the front office.

Lateness

If your child is arriving after their year group arrival time, they must report to the front office to sign in so that the office staff are aware they are in school. If you are able to, please alert the school office to let us know your child will be late for unforeseen reasons. In cases of persistent lateness we may contact you to discuss and offer support.

We understand that children will be late on occasion for many reasons. However persistent lateness can impact their education in a negative way

Arriving after the register closes is recorded as an unauthorised absence.

Change of Details/ Circumstances

Please let the school office know **as soon as possible**, if you have moved address and or changed any of your contact details including name, address and emergency contacts. This is to ensure that we always have the most up to date information on our system.

If your child is having to move schools, please contact the school office to complete a **withdrawal form** and give the new school details so that your child's records can be sent.

Medicines in School

Please be aware that the school can only administer **Prescribed Medicine** if the prescription is for **4 times** or more per day. A medicine authorisation form needs to be completed at the school office in order for a member of staff to administer **1 dose** during the school day.

(ALL prescribed medicine needs to be handed into the office and NOT given to the child to bring in)

If your child has an inhaler or Epipen, please come to the school office to sign the correct forms. An inhaler will be kept in class for those that need them. For children with Epipens, we will need two Epipens in school so that one can be accessible in class and one can be kept in the school office.

Valuables in School

Children **should not** bring valuable items into school. The school cannot accept responsibility for any valuable items brought on to the school premises which are then lost.

Children in Year 5 & 6 who walk to/ from school may bring in a mobile phone but these must not be used in school time. All phones should be switched off and handed into the

class teacher on arrival, where they will be safely stored away and handed back at the end of the school day.

Volunteers in School

The school greatly appreciates volunteer help from parents and the community in a variety of ways. We have a parent run PTA which can be contacted on pta@stmargaretsprimary.org.uk and they are always keen to take on parent helpers for numerous events.

We also welcome volunteer helpers with reading in class, forest school and school trips. If you wish to help in any way, please contact the school office or your child's teacher.

Communication from School

We regularly email our school newsletter to keep parents up to date with important information and dates. We also keep our website up to date with events and letters as well as our school Facebook page.

If you wish to speak to your child's teacher please contact the school office or email the class teacher who can then arrange a meeting or phone call appointment. Class email addresses can be found on our school website.

The school will be implementing a **new app MCAS (My child at school)** to alert parents of important news/ information and for making payments. We request that parents download the **MCAS** app so that all correspondence can be sent through. As this will be a new method of communication, we will be in contact with further information once we know more.

Premises

Parking

Please allow yourself time to find suitable and considerate parking in the residential roads near school. The car park on site is for staff use, authorised visitors and deliveries only.

Please do not park on the zigzag/ bus stop areas which are clearly marked and whilst waiting please also ensure your children do not climb the grass banks at the entrance of the school.

Security

Your child's safety at school is of paramount importance to us. We therefore have a strict rule that no parents should be on site without prior appointment. If you need to speak to the office you can do so from 8.30am via the main foyer. Please do not enter the school building without seeking permission first.

Safeguarding Statement

Our school takes its responsibility to safeguard children extremely seriously and we will train and empower all staff to recognise and respond effectively to protect a child who may be at risk of significant harm.

- We will ensure all staff members in our school maintain an attitude of 'It could happen here' and for them to feel able to raise concerns either about a child at risk or a member of staff whose behaviour may present a risk to a child.
- Have safeguarding at the heart of everything we do.
- Maximise opportunities to teach our children / young people how to keep safe both in the real and virtual world.
- Support the child's development in ways that will foster security, confidence and independence;
- Provide an environment in which children and young people feel safe, secure, valued, respected, feel confident.

The Designated **Safeguarding Lead** is Mrs Jenna Derby and Deputy Safeguarding leads are Mr Mike Jee & Ms Mary Dark.

If you have a complaint or concern

The school has a 4 stage process for complaints. Please contact the school office to start the process if you have an official complaint.

- Stage 1 (Informal): complaint communicated to a staff member (though not the subject of the complaint)
- Stage 2 (Formal): complaint communicated to the headteacher
- Stage 3 (Formal) (optional): complaint communicated to the Chair of Governors;
- Stage 4 (Formal): complaint Communicated to Governing Body complaints appeal panel.

Home School Agreement

Our aims for teaching and learning are that all children will:

- Be tolerant and understanding with respect to the rights, views and property of others
- Develop a responsible and independent attitude towards work and play
- Achieve their potential in terms of academic and practical achievement, physical development, aesthetic appreciation and spiritual awareness within a framework promoting high moral standards and serving one another.

SCHOOL'S RESPONSIBILITIES:

- Plan a well-balanced, structured, differentiated curriculum and encourage children to do their best at all times.
- Create a safe, caring, secure, well-resourced and stimulating environment.
- Inform parents of the children's progress by written report in the Summer term and through consultation meetings in the Autumn and Spring terms.
- Promote positive behaviour.
- Inform parents about what the teacher's aim is to teach within two weeks of the start of every term.
- Have high, but fair expectations and praise examples of good standards in all areas.

PARENTS RESPONSIBILITIES:

- Ensure that the school is notified before 9am on each day of absence via phone or email (school@stmargaretsprimary.org.uk)
- Inform the school of matters which may affect the child's happiness and behaviour in school.
- Be realistic about their child's ability and give encouragement and praise generously.
- Attend Parents' consultation sessions and other events organised to provide information on developments in the curriculum.

CHILDREN WILL FOLLOW THE SCHOOL RULES BY:

- Walking and talking quietly in and around school.
- Doing as they are asked by an adult.
- Being kind, considerate and helpful to people.
- Playing sensibly and caring for each other.
- Taking care of their own and school equipment.
- Working to the best of their ability.
- Being polite, patient and demonstrating good manners.
- Respecting other people.
- Caring for the whole school environment and seeking to live the values of the school.