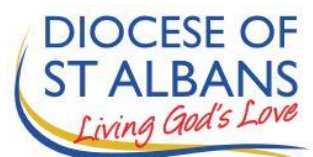




Welcome to St Ippolyts School!



New to Reception Guide: 2020



The School Day



Coming into school: Our day at St Ippolyts School

begins at 8.45am where Miss Ingle or another adult from Class One will meet you at the Reception gate (to the left of the main school entrance). The gate will remain open until 8.55am and we ask that your children walk in independently into class. Our day in Class One starts with 'busy fingers' sessions, a chance for us to warm up our fingers and motor skills to get ready for the day!

Break Times: We will have our morning break at 10.30-10.45am (we also eat our snacks during this time). Lunchtime starts at 12:00 with children going to the hall first for lunch and then out to play until 1:00pm. We will have our last break of the day at 2:00-2:15.

Home-time: Home-time is at 3.15pm where you can collect your child from the Reception gate. Children will bring home a book-banded book from class to share with you and later in the term, will also get to bring home a book of their choice from the school library, which can be kept for a week for you to read with them.

Wrap-around Care: St Ippolyts School offers Early Bird Club from 8am which takes place in the school hall and on our playground. Please speak to our school office for further details should you wish to book a place.



We are also part of the Hitchin afterschool club, 'Cookie Club' which runs until 6pm. Should you wish to access this service, please contact them directly at: www.cookieclubhitchin.com/contact-us

Uniform

For a full list of our school uniform, please see the brochure with your induction packs. Many items can be purchased from high-street retailers (school skirts/ trousers/ white shirts etc) and ties, book-bags, caps and fleeces can be purchased from the school office.

Winter and Summer uniforms: You will notice in your uniform guide that we have separate uniforms for winter and summer. Winter uniform runs from autumn-end of spring term and summer uniform begins in the summer term after Easter holidays.

Shoes: We ask kindly that all school shoes are black and that trainers of any kind, are not permitted. You may wish to consider Velcro fastenings if your child is unable to tie laces.

PE and changing in school: PE kit items are also named in the uniform brochure and should be kept in school throughout the week in a simple draw-string bag only (no backpacks). Should you wish to purchase a string-bag with the school logo on, we sell these in the school office. Children are encouraged to get changed with independence from the start of Reception and so you may wish to work with your children on changing skills throughout summer! Some parents also find it handy to apply Velcro to the top fastenings of the white school shirts as top buttons can be a little tricky for small hands!

**PLEASE ENSURE ALL BELONGINGS ARE CLEARLY NAMED
TO PREVENT MISSING ITEMS!**



Absence and punctuality

In the event that your child is absent or unable to attend school, we ask you telephone school ASAP, after 8am and BEFORE 9.30am the same day. You will also be asked to supply a handwritten letter on return, to confirm your reason for absence. We expect all children to be present in school at least 95% of the school year and attendance awards for 100% attendance are rewarded at the end of each term, with medals handed out at the end of the school year for those with 0 absences!

Medical Appointments: Where possible, we ask that medical appointments are made outside of school hours.

Illness: We ask kindly that you keep your child off for 48 hours to reduce the spread of sickness in school. In the case of possible COVID19 symptoms, we ask you follow the official government guidance regarding isolation and testing. Should your child show symptoms within school, you will asked to collect them straight away.



Lateness: Our registers shut in school at 8:55am. Arrivals after this time will not be able to access the classrooms through their usual doors and instead should report to the main school office to sign in. They will be marked as 'late' on the class register.

Holidays: At St Ippolyts, holidays during term times will not be authorised unless there are very special circumstances. We strongly advise parents to avoid booking holidays during term time to avoid children falling behind with their learning.

School Absence Guide:

Descriptor	Threshold attendance	Actual attendance	Whole days absence	Learning hours lost
EXCELLENT	100%	190 days	0	0
	99%	188 days	2	10
GOOD	98%	186 days	4	20
	97%	184 days	6	30
	96%	182.5 days	7.5	37.5
SATISFACTORY	95%	180.5 days	9.5	47.5
CAUSE FOR CONCERN	90%	171 days	19	95
	89%	169 days	21	105
	88%	167 days	23	115
	87%	165 days	25	125
UNSATISFACTORY	86%	163 days	27	135
SERIOUS CAUSE FOR CONCERN	85%	161.5 days	28.5	142.5
	84%	159.5 days	30.5	152.5
	83%	158 days	32	160
	82%	156 days	34	170
	81%	154 days	36	180
CRITICAL	80%	152 days	38	190

School Dinners

Our yummy school dinners are cooked each day by our lovely cook, Mrs Harrington-Smith and are provided by Herts Catering.



As of September 2014, all infant children (Years R, 1 & 2) are entitled to a daily school-dinner for free.

Please let us know in the school office whether you would like your child to have school dinners, or whether you would like them to have a packed-lunch from home. If your child has food allergies these can be catered for. Please let us know as soon as possible, so we can alert Herts Catering and inform our kitchen staff.

Pupil Premium

Further financial assistance can be provided by St Ippolyts School if you are eligible for a pupil premium grant. This will mean reduced costs for school trips, music lessons, swimming etc, including the residential school journey in Y5/6. Eligibility for this includes those receiving:

- Income Support
- Income based Jobseeker's Allowance
- Income related employment support allowance
- Pension Credit (Guarantee Credit element)
- Support under part VI of the immigration and asylum act 1999
- Child Tax Credit with an income of less than £16,190 and not in receipt of working tax credit unless during the 4 week run-on period

**PLEASE LET US KNOW IN THE SCHOOL OFFICE IF YOU
ARE ELIGIBLE**

Payments

St Ippolyts School accepts payments via School Gateway – the quickest and easiest way! You can download the app to your smartphone and use this to pay for things such as milk, school trips and Early Bird club. If you are unable to use School Gateway, we will also accept a labelled, sealed envelope containing the child's name, class and purpose of payment. We recommend all payments are handed directly to our office staff, rather than being submitted in children's book bags please.

PTA

We have an amazing PTA here at St Ippolyts who organise a range of fun events and fundraisers throughout the year. All money raised goes towards the school and we are always looking for new members who would like to help out on the PTA team. It is a great way to meet new parents in the school and we would love for you to help out at some of our events throughout the year!

Communication

Thursday is our 'letter day' at school where you will receive weekly newsletters about events, the curriculum and general school information.

We also run a text service to give you reminders and update you on urgent issues, such as if you need to collect your child from school due to a head injury or if there is a snow day!



Home-school links: Throughout the year, we build in many opportunities for you to find out how your child is getting on in school and keep in contact with staff and parents. Here are some events to mark in your diary:



Coffee Morning: A chance to have a coffee and some biscuits with other new parents and have an informal chat with the Class One staff.

Open Sessions: Evenings to come and look around the school, view displays and learning journeys and see what your child has been up to.

Family Week: Come along to an afternoon at school with your child. Take part in fun activities and learning and see what kinds of activities we do in school.

Parents Evenings: Held in both Autumn and Spring Term for you to discuss your child's progress with their class teacher.

Curriculum Evening: Come and find out more about the Class 1 curriculum with Miss Ingle and even try out some messy play and dough disco!

PTA Events: From quiz nights to Christmas balls, our PTA events are always lots of fun and a chance for parents to get to know each other and even raise a glass or two!



The Class One Nativity: Get your tissues at the ready as your little ones take part in their first school nativity on the big stage!

PLEASE SEE YOUR PACK, FOR DATES OF ALL EVENTS

Snacks and Water bottles.

Snacks: We ask that children bring in a fruit or vegetable to school each day for their snack please. They will be able to eat these at break-times each day. Please note that fresh or dried fruit and vegetables are permitted but children are not allowed to bring fruit winders/ chew-bars, chocolate/ yoghurt coated fruit or crackers/ other snack items. If you would like to send in your daily snack items in a small pot or bag, please ensure these are named.



Water Bottles: As well as school uniform, your child will be expected to bring in a re-usable/ sports water bottle each day. We ask that you refrain from bringing in metal water bottles as they are stored on a shelf in the cloakroom and these can be very heavy if dropped!



Milk: As well as water, your children will have the opportunity to have a carton of milk each day. If you would like your child to have milk, please let the school office know before the start of each new term so we can place our termly order.



Preparing your child for school:

Before September term begins, it is handy to prepare your child with the following skills, ready for a smooth transition to school. Please support us by helping your child to:

- Dress independently
- Cut food with a knife and fork
- Use scissors correctly with good grip
- Recognise and write their name

- Hold a pencil with pincer grip
- Recognise and follow good hygiene habits e.g. hand washing
- Be fully toilet trained before coming to school

Supporting your child in Reception

We recognise that your child's first year of school is a huge moment in their lives and we aim to support and nurture your child in their first year of school and beyond. Teachers will provide a creative curriculum to appeal to your child's interests and you can find out more about our curriculum, at the Class One curriculum evening held in September.

Buddies

As well as lots of help and support from adults in school, your child will also be assigned a special Year 6 buddy to help them around school! Buddies are encouraged to help their Reception friend cut their lunches up and check on them in the hall and help and play with them on the playground. Many year 6 buddies end up staying in contact with their reception friend even after they leave school and we look forward to your child forming a friendship with their buddy next year!

Inclusion/ SEN:

Our amazing school SENCO, Mrs Nichols, is here to help should you have any enquiries about special education needs or mental health issues affecting you or your child. She can be contacted on her email

at: **senco@stipps.herts.sch.uk**

Our office team can be reached for all other enquiries at:

admin@stipps.herts.sch.uk