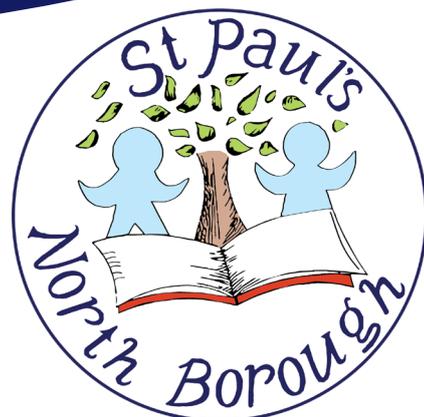




St. Paul's Infant School

# Parent Handbook



# Welcome

to

## St. Paul's Infant School



Welcome to the St Paul's Infant School community! Part of the St Paul's and North Borough Federation. We are delighted to have your child join us. This is an exciting time for both you and your child as they embark on their educational journey, and we are committed to ensuring a smooth transition and a positive start to their school experience.

At St Paul's Infants, we pride ourselves on providing a warm and friendly environment for all our children. As you walk through our doors, you will be greeted by smiling faces and eager learners. We believe that children thrive in an atmosphere where they feel valued, safe, and secure. Our dedicated staff members work tirelessly to ensure that this is the case for every child in our care.



# About Our School

## School contact details and information

St. Paul's Infant School  
Hillary Road  
Maidstone  
Kent  
ME14 2BS

**Tel:** 01622 753322

**E-mail:** [office@st-pauls-maidstone.kent.sch.uk](mailto:office@st-pauls-maidstone.kent.sch.uk)

**Website:** [www.stpaulsmaidstone.co.uk](http://www.stpaulsmaidstone.co.uk)



## To report a pupil's absence

Please ring the school office between 8am and 9am to report your child's absence – **01622 753322**

## What happens if the school is closed due to bad weather?

In the event of school closure, you will be notified via ParentMail and Class Dojo. The status of school closure can also be checked on the school website and on the Kent Closures website ([www.kentclosures.co.uk](http://www.kentclosures.co.uk))

## Communications

At St. Paul's, we believe that communication is the key to good working relationships. We use the application Class Dojo, to facilitate communications between staff and parents that do not require face-to-face interactions. Class Dojo is used to send individual messages between parents and staff, as well as to keep parents updated with what happens in class

and in school generally, using the Class and School Stories feature. Other communication styles may involve a phone call or face-to-face conversations at the end of the school day.

## Attendance

Regular attendance is vital to your child's educational success and social development. The opportunities that school life offers enables children to grow and foster a love for learning. Attendance in infant school is very important. Regular attendance is crucial for all pupils, requiring collaboration between schools, pupils and parents to address and overcome barriers. St Paul's believe that high attendance standards and a school culture that promotes active participation means children are able to learn and make progress. Days lost in school due to absence are learning days lost.

At St Paul's we will monitor attendance data weekly to detect and address patterns of poor attendance promptly. The school Family Liaison

officer and other senior staff, will work with and support parents to enable their children to have good attendance. If school interventions and support are not effective then school have a statutory duty to refer to the Inclusion and Attendance service for further support and when needed more statutory interventions will be put in place to ensure that all children are attending school when they should. In cases of persistent non-compliance, a parenting contract or education supervision order may be implemented. Statutory interventions or prosecution can be enforced as a last resort to safeguard a pupil's right to education.

**Children are expected to attend school 100% of the time. Attendance under 95% is deemed as poor and anything under 90% is deemed as persistent.**

### **Parental responsibility**

Parents and guardians are legally obligated to ensure their child or children attend school regularly and punctually.

It is the responsibility of all parents to notify the school promptly if their child is absent, before

9.20am on the first day of absence. Failure to do so will prompt the school to contact the home to determine the reason for the absence. This protocol is in place to ensure the safety and well-being of the child. Non-contact from home about a child's absence may result in a home visit from school staff or a Police Welfare check if school staff are still unable to make contact.

Children are expected to be present by 8.30am, with registration commencing at 8.45am. Any student arriving late must accompany their parent to the school office, where the reason for lateness will be documented. If a student arrives after the registers close at 9.05am, it will be recorded as an unauthorised absence.

### **Holidays during term time**

The school does not approve holidays to be taken during term time. Requests for a Penalty Notice will be forwarded to the Attendance Service for any unapproved holiday lasting 10 or more school sessions (equivalent to 5 days). Each parent, per child, may receive one Penalty Notice.



## Leave of absence

The Head Teacher may authorise absence in “exceptional circumstances” but this must be requested in advance, and agreement to each request is at the discretion of the Head Teacher, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006).

## Clubs

Clubs are put on by our staff and some external organisations to provide the children with extra-curricular activities. Information for these clubs will be distributed to parents at the beginning of Terms 1, 3 and 5.

## Wrap-around care

St. Paul's has an affiliation with Stars @ North Borough, which offers wrap-around care before and after school for children who attend St. Paul's Infant School or North Borough Junior School. This service is located at North Borough Junior School, across the road from St. Paul's.

For more information, please contact Stars directly, **07563387810** or **ltanner@north-borough.kent.sch.uk**



## Teaching and Learning

St Paul's Infant School is founded on the values that have been created, developed and embedded by the school community. These values of Togetherness, Safety, Resilience, Growth and Change, Respect and Aspiration underpin all children's whole school journey, including the curriculum and its delivery.

At St Paul's we believe that creating a friendly, warm and welcoming environment where children are happy, feel safe and are keen to come to school is the way to help support and motivate them to become inquisitive, independent learners. St Paul's also ensures that the children are supported by adults who understand them. Lessons are planned to enable all children to grow and develop. This encourages all children to show progress and move their own personal development forward. St Paul's aims to equip all children with the knowledge and skills they need to succeed through life.

We believe that the children understand which subject they are learning and explore with them the distinctive features concerned with the subjects. The language used in class is embedded to ensure the children have a coherent understanding of what is being taught. Our curriculum is constantly reviewed to consider the different experiences of the children. The adults in school also work hard to plan for opportunities to offer real life experiences which better support understanding. Our curriculum reflects the school's local context by addressing typical gaps in children's real life experiences



including trips out of school as well as visitors into school. These experiences encourage the children to develop a love of learning and a willingness to explore while having fun and gaining new knowledge.

More information on our Curriculum Intent can be found on our website, [www.stpaulsmaidstone.kent.sch.uk](http://www.stpaulsmaidstone.kent.sch.uk) (See the 'About Us' tab).

### Readiness for school

School readiness for EYFS is crucial, as it sets the foundation for a child's academic and social development, ensuring they have the necessary skills and confidence to thrive in their new setting. By teaching and supporting your child to achieve the following before school, you will enable them to focus on their own academic success.

#### Can your child:

- Get dressed and undressed without support?
- Put their own coat on and zip it up?
- Put on their own shoes and socks?
- Use the toilet and wipe themselves properly?
- Wipe their own nose?
- Follow instructions given by an adult?
- Share toys and take turns?
- Be kind to the people around them?
- Recognise their name?
- Tell an adult how old they are and count to that number?

## Home Learning

We believe that children should consistently be given the opportunity to learn, which is why we promote active home learning and celebrate this within school.

## Reading

At St. Paul's we expect all children to read at home at least 5 times per week but encourage them to read every day. Stories are read and celebrated within school and home reading is rewarded using our whole school display, titled 'Our Reading Mission'.

## Home Learning

Each term, the class teachers upload some home learning suggestions to Class Dojo and send a printed copy of this home too. The suggested activities are based around the learning that will be occurring in school for the upcoming term and are a chance for children to extend their learning further. The children are always encouraged to adapt the suggested activities to suit their interests and ideas. Parents are asked to upload photos or send in any evidence of their child's home learning so that it can be celebrated in class.

## Reward systems

Rewarding and celebrating achievements is at the heart of what we do, we believe that positive reinforcements enable children to feel valued and respected. Positive verbal feedback is the most common way of recognising children's efforts and behaviour.

We also use Class Dojo as our primary reward

system for the children. The children can collect Dojo points for various things throughout the day and are then encouraged to independently add them to their account, using the interactive whiteboard. Once the children reach 30 Dojo points, they are invited to change their 'monster' on Class Dojo and a celebratory postcard is shared with their parents/carers.



## School Rules

At St. Paul's, we use our values as a way to promote positive behaviour. These are treated as our school rules and are demonstrated by the children, staff, parents, and visitors. The values are spoken about regularly with the children and are actively encouraged within the school setting.

### Safety

We do not allow the children to act in a way that may physically harm others or themselves. We teach children how to be safe within the classroom setting and within the outside spaces.

### Respect

We expect adults and children to show respect to one another. Everyone within the school should feel respected, heard and emotionally safe. We ask that everyone listens to the opinions of others and treats everyone as equals.

Along with the school values, each class creates a set of rules for their own environment at the beginning of the year. Every child is involved in creating these and has a say on what rules they deem appropriate for their classroom. This is visually displayed within the classrooms and referenced throughout the year by the class teachers and the children themselves.

## Behaviour

### How do we deal with behaviour issues?

However hard we might try, positive strategies may not always be efficient in encouraging acceptable behaviour. Our approach encompasses reflective practices

to help the children make choices about their own behaviour. Staff members will talk to the children about the expectations and give them the opportunity to correct any misbehaviour that may have occurred. For a large majority of pupils, this reminder is enough to solve the issue.

### How are children involved?

The children in school are responsible for creating their own class rules. This ensures that they have their own say in how the classroom environment should be run and what will make them feel safe and secure. We encourage the children to try their best, take ownership of their learning, treat others with respect and to follow the behaviour boundaries that are created as a class unit.

As well as conversations about the behavioural expectations, the children are aware of the rewards and sanctions that are in place. Further discussions are also carried out in class circle times, PSHE lessons and whole school assemblies.

### How are parents involved?

At St. Paul's, parents who are concerned with the behaviour of their child are encouraged to contact the school. A member of staff would be happy to offer advice or point you in the right direction of any support that is on offer. Our Family Liaison Officer is always happy to help and offer guidance wherever needed.

We encourage parental involvement from the outset if any challenges arise at school.

Collaboration between parents and the school is vital in resolving these issues. In cases where a child experiences significant misbehaviour, we will promptly communicate with parents to outline the incident and the actions taken to address it.

**Your child's happiness and welfare is one of the most important things to us.**

### **Our aims and expectations:**

- To promote a calm, purposeful and happy atmosphere within school.
- To foster positive, caring attitudes towards everyone, where achievements at all levels are valued.
- To encourage increasing independence and self-discipline so that each child learns to accept responsibility for their own behaviour.
- To have a consistent approach to behaviour throughout the school with parental co-operation and involvement.
- To raise children's self-esteem.
- To provide clear boundaries for acceptable behaviour to ensure physical and emotional safety.
- To help children, staff and parents have a sense of direction and a feeling of common purpose.

## **Uniform**

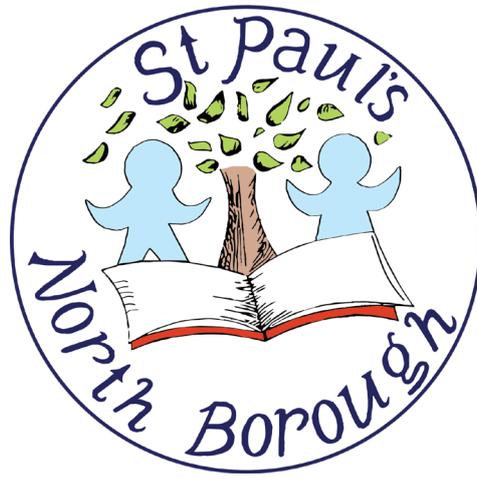
At St. Paul's Infant School, we believe that a uniform signifies equality and allows the children the opportunity to play without fear of ruining their own clothes. The children are encouraged to explore the world around them and feel the different textures that nature has to offer. We are fair within our uniform approach and never expect the children to wear the logo uniform consistently as we know that the children will get messy and grubby throughout the school day. We would encourage you to purchase low cost, generic uniform (without the logo) from high street stores, however, if you require logo uniform, this can be purchased via North Borough Junior School. Our office team will always be happy to support with these purchases.

### **Uniform list**

- o Navy blue sweatshirt / cardigan
- o White polo shirt
- o Grey trousers / shorts / skirt / pinafore
- o Blue Gingham school dress
- o Black school shoes
- o Headband (*in school colours*)

### **PE Uniform List**

- o White T-shirt
- o Black shorts / jogging bottoms
- o Black Plimsoles (*for Summer Terms*)



**St. Paul's Infant School**  
**Hillary Road, Maidstone, Kent, ME14 2BS**

**Phone: 01622 753322**

**E-mail: [office@st-pauls-maidstone.kent.sch.uk](mailto:office@st-pauls-maidstone.kent.sch.uk)**

**Website: [www.stpaulsmaidstone.co.uk](http://www.stpaulsmaidstone.co.uk)**

# Checklist

You will find the following information inserts, and forms to complete and return to us, in the back of this handbook:

Term dates

Free school meal application

School application form

Photo consent

Home School Partnership Agreement

**Before starting school, we require the following information. Please bring these documents to the school office.**

Child's full birth certificate

Proof of address for parent/carer

Copies of any relevant court papers