

GENERAL INFORMATION

Assemblies and Collective Worship

Spending time in prayer is an essential part of what we do. The children will experience daily prayer in class, collective worship as a school and whole school or class Masses. Regardless of faith, all our children are encouraged to show reverence and respect during these periods.

Parents have the right to withdraw their children from religious education and collective worship.

Attendance and Absence Reporting

Government changes in legislation (effective from 2013) mean that it is no longer possible for school to authorise ANY holiday absence during term time. Any form of leave during term time can only be granted where there are exceptional or extenuating circumstances. Where permission is not granted, leave will be recorded as unauthorised. In the case of repeated periods of unauthorised absence parents will be contacted and asked to come in to school for a meeting with the Headteacher. If necessary, the County Attendance Team may also be contacted. In exceptional circumstances a child's school place may be withdrawn. Requests for absence forms must be completed and signed by the Headteacher three weeks before an absence can be authorised. You may be asked to an interview with the Headteacher to discuss your child's planned absence.

In some instances, the cumulative effect of absence can have serious implications with regard to progress and levels achieved. All absences, both authorised and unauthorised will be recorded and reported to parents in July of each year.

In the event of absence from school, parents should contact the school office as soon as possible giving the reason for absence and an approximate estimation of how long the absence is likely to last. This can be done by e-mail, telephone, Schoolcomms or by sending in a note to school. Please continue to report absences daily. We will telephone parents if their child's absence has not been explained.

When your child has had a stomach upset and sickness it is important that you allow a period of at least 48 hours to elapse after the sickness has finished before sending him/her back to school. This will help to prevent the infection spreading unnecessarily to others in the school.

Communication

A bi-weekly newsletter is produced and distributed. Most of our families receive school information via e-mail or text (Schoolcomms). The newsletter will also be posted on our school website www.stalloysius.net.

In the event of emergency school closure, parents will be contacted via either e-mail or text message, local radio will broadcast the closure and it will be published on the Oxfordshire County Council and school websites.

If you wish to make an appointment to see a member of staff, please contact the school office via phone or e-mail admin.3842@st-alloysius.oxon.sch.uk.

Bromcom MCAS (MyChildAtSchool)

St. Aloysius' School uses Bromcom MCAS, to make sure our parents are as closely involved with their children's school lives as possible. All school related communication, newsletters, reports, term dates, after school club bookings, dinners payments go through Bromcom/MCAS - it is the central hub of information for our parents - so to stay up to date with what's going on at school make sure you download the app for free. Just search MCAS MyChildAtSchool in your App store and download.

Smartphone users, download the app here: <https://share.google/YpkATdJ4Qcs43JM84>

Your login details will be automatically generated using the contact information school already has, so please make sure the details we hold for you are up to date. If you have any questions or would like some more information, please see the MCAS site here: <https://share.google/YpkATdJ4Qcs43JM84>.

You can also log in to the online version of MCAS via this site if you do not have a smart phone, although we do recommend using the app if possible as it makes it far easier to get hold of parents when we need to.

Child Care - Breakfast and After School Club

Both Breakfast and After School Club are run by the school during term time. At both clubs children are provided with either breakfast or an afternoon snack and activities.

Breakfast Club - runs every day from 7.45am. Bookings need to be made in advance (via MCAS). The daily charge is £5.00 per day.

After School Club - runs every day from 3.20pm to 5.30pm. All children (whether attending extra-curricular activities or not) will be required to register for ASC in The Base. Bookings and payment are made via the MCAS and the cost per session is £12.00 (full session) or £8.00 until 4.30pm (half session). Bookings are available for the full academic year but places are limited and will be on a first come basis.

Extra-Curricular Activities

A number of clubs and activities are available at lunchtimes and/or after school. These vary termly and an updated list is produced each September. Some clubs are free and some operate for specific age groups.

Music Tuition

Children at various stages of their schooling may be given the opportunity to learn to play a musical instrument such as a violin, piano, drums or flute. Music tuition is undertaken by visiting peripatetic teachers. We currently use;

Oxfordshire County Music Service (<https://www.oxfordshire.gov.uk/residents/music-service>)

Giuseppe Corrao (contact Giuseppe directly at giuseppe.corrao86@gmail.com)

Parental permission is required if a child is to be offered music tuition and a small fee may be charged for instrument hire. Please note that children participating in such activities will be withdrawn from their class during normal lesson time. All lessons will take place during the afternoons.

PTA - Parent Teacher Association

We have a very active PTA at St. Aloysius' School, which, over the years, has raised many thousands of pounds. The money raised has helped the school buy a range of expensive resources which otherwise would not be available for your children to use. Government funding is adequate for the provision of all essential equipment, but the activities of the PTA has allowed us to provide extra resources. Their contribution has enabled the purchase of such things as playground equipment, computers and reading books. Many other items have been provided along the way and all for the benefit of your children.

The PTA is also noted for organising non-profit making social events for both children and adults which help to engender a greater sense of community amongst those associated with our school. As a parent you are automatically a member of the PTA and if you are interested in playing a more active role in the association, please do not hesitate to contact the co-ordinator through the school office.

Chairperson Yuri McCullagh (via pta@st-alloysius.oxon.sch.uk)

PTA Communications

Our PTA communicate via their Facebook page or at pta@st-alloysius.oxon.sch.uk.

Parking

Please observe all the road markings outside the school to help ease congestion and make the area outside school safer for young children. In particular, please do not park on the double yellow lines on the road. Do not park discourteously, specifically; do not park in the resident parking areas or on double yellow lines in and around school. Please do not park in the either of the school staff car parks, unless with the express permission of the Headteacher.

Safeguarding and Behaviour

Please see our policies listed on the website.

School Meals and Pupil Premium/Free School Meals

Children may have a school meal or bring a packed lunch. Meals are cooked in our own kitchens and at present approximately 74% of children have a school meal and about 26% bring a packed lunch.

In September 2014 the Government introduced UIFSM (Universal Infant Free School Meals). This means that all children in Reception, Year 1 and Year 2 are entitled to a Free School Meal. For other children, the cost of a school meal is £3.00 per day.

School meals should be paid for termly in advance via the MCAS. The school encourages the bulk payment of lunches at the start of each term. Any credits due to absences will be carried over to the following term.

It is very important to the school that all children who would otherwise be eligible for Free School Meals register with us. This is because the school receives extra funding (Pupil Premium) which we can use for children individually or in specific groups to raise attainment, this may include paying for various activities, resources, specialist teaching, after school care, breakfast club, extra-curricular clubs, etc. Under the current criteria, children who receive, or whose parents receive, one or more of the following support payments are entitled to receive free school meals (FSM) and are eligible for 2/3 year old funding.

- Income-based & Contribution-based JSA or ESA on an equal basis
- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Income-related employment and support allowance (IRESA).
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income, as assessed by Her Majesty's Revenue and Customs, that does not exceed £16,190
- Guaranteed Element of State Pension Credit
- Where a parent is entitled to Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit).
- Support under part VI of the Immigration and Asylum Act 1999.

Additional information can be found via this link <https://www.gov.uk/apply-free-school-meals>

If you think you may be eligible for free school meals, please speak to one of the staff in the school office. You will need to provide your name, date of birth and national insurance number so that we can check eligibility under the current government criteria (even if you are unsure, we can check for you). All information received is strictly confidential.

Children bringing a packed lunch should have a proper container, which is clearly marked with their name. Please note that sweets, chocolate, hot or fizzy drinks and glass bottles are not permitted. Try to include a healthy mix of foods, such as sandwich, fruit and vegetables, a yogurt and a drink. We encourage children to bring a healthy snack for break-time. Chewing gum is not permitted on the school premises.

Timings - The School Day

	Nursery	Early Years & KS1	KS2
Doors Open	8.45am - 11.45am 12.15pm - 3.15pm	8.35am	8.35am
Registration		8.50am	8.50am
School Ends	3.15pm	3.20pm	3.20pm

Gates will remain open until 3.30pm- Please leave the premises promptly.

Please do not leave children unsupervised at school before the doors are opened for their class. A teacher or other staff member will supervise the children until registration. Prior to that, there will be no supervision.

Parents are asked to leave the school grounds promptly.

Please collect your child on time. Children not collected at 3.20pm will be taken to the school office or after school club. If this occurs on a regular basis there may be a charge made for childcare costs. Once collected, children are the responsibility of their parents. Children must not be left unattended on school premises at any time. If you wish your child to walk home (only Years 5 & 6), please notify the school office in writing giving permission for your child to leave school premises alone.

Uniform and Equipment

At St. Aloysius' Catholic Primary School we feel very strongly that the children should be encouraged and feel proud to wear our school uniform, which is:-

- Navy blue sweatshirt or cardigan with school logo
- Yellow polo shirt with or without school logo
- Grey or black trousers, shorts (during summer months), skirts, pinafores
- Grey, black (boys) or white (girls) socks
- Suitable safe shoes
- Girls Summer Uniform - Blue/white checked dresses

Sweatshirts, cardigans and polo t-shirts, all with the school motif, are available to purchase from Stevenson's, 245 Banbury Rd, Oxford OX2 7HN, 01865 554559 www.stevensons.co.uk.

Each child should be provided with the following: A PE bag containing;

- Plimsolls and trainers, navy or black shorts, white (or house colour) t-shirt
- Winter months - please provide outdoor kit, jogging bottoms and top
- Overall for messy art/craft activities

All clothes should be labelled clearly with your child's name.

Children's PE will often be done in bare feet but some activities may require the use of plimsolls. The shorts, t-shirts and plimsolls must be kept in school in a PE bag. They should be collected regularly for washing and checking.

Please note that for safety reasons we ask all children with long hair to tie their hair back during PE and games lessons and when using some specialist equipment in science, art, food technology etc. Hair should be neat and tidy.

Jewellery must not be worn in school (crosses and religious symbols are permitted but must be removed for PE). Earrings are not allowed, except for children with pierced ears, who may wear studs on those days when they do not have swimming or PE. On swimming and PE days studs should not be worn. The only exception to this is if a child's ears have very recently been pierced then, on swimming and PE days, they may wear their studs provided they have been covered with tape (by a parent) before coming to school. Once the lesson is over the child can remove the tape.

Children may wear an ordinary watch when they are able to tell the time but responsibility for its safe keeping belongs to them, and the school will not be held responsible for any losses. Children must not bring valuables into school.

With the exception of Years 5 and 6, children are not permitted to bring or use mobile phones in school. Children in Years 5 and 6 are permitted to bring mobile phones to school but only with the agreement of the Headteacher. Phones should be handed in every day and must not be used on the school site, apart from outside the school office.