



**ST RICHARD REYNOLDS CATHOLIC PRIMARY SCHOOL**

**Primary**

**HANDBOOK**

**2017 – 2018**

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## 1. INTRODUCTION

We believe that education is a partnership between home and school. Teachers, children and parents/carers must work together in an atmosphere of mutual respect. You have been your child's first teacher and we take great pleasure in joining with you in that activity to further your child's development.

The purpose of this handbook is to provide you with the key information you need to help your child to be successful and happy at St Richard Reynolds Primary School. Please do not hesitate to contact the school should you require any further information or clarification of anything detailed in this handbook. Your first point of contact should be your son or daughter's class teacher.

## 2. OUR CATHOLIC MISSION AND IDENTITY

Our College motto is **Videte Bona Domini** (See the good things of the Lord). This is taken from the words of St Richard Reynolds. The Motto encourages us to look at the good things God has given us; to discover them across the curriculum as well as finding the talents He has given to us and others.

With God's help, we strive to be a community where the gifts of the Holy Spirit are evident in our daily lives: love, peace, faithfulness, joy, goodness, gentleness, patience, self-control and kindness.

Our mission and identity as a Catholic College is central to all our work. Each morning will begin with an Act of Worship, either as part of an assembly or as a class. The Church's Liturgical Year will be reflected in school routines and events. Whole College Masses are held when Holy Days of Obligation fall on a school day and on key occasions in the College year.

We are very grateful to the local clergy for supporting the College by celebrating Mass for us. Fundraising for charity, especially at Lent and Advent, is a key part of College life; children respond to this challenge with generosity and enthusiasm. Recent charities have included Mary's Meals, Toilet Twinning, Cafod, Cancer Research and NSPCC.

### 3. SAFEGUARDING

Keeping children safe and well is of paramount importance to us. If you have any concerns about the wellbeing of a pupil, please contact Ms. Anne Murphy, the designated safeguarding lead, with responsibility for this.

#### The School Identity and Mission

- Pupils taught to value themselves and others – Videte Bona Domini
- Pupils come first, are listened to and loved
- We have clear, robust routes for raising concerns – No concern is too small to be noted
- School Council elected and active
- Good relationships with all our stakeholders are critical – pupils, colleagues, parents, governors and other professionals are highly valued
- We have an open door policy
- Pupils know how to keep themselves safe
- Relevant policies are on our website

#### Employing Staff

- Safeguarding is referred to in job adverts and person specifications
- Interview questions include child protection issues
- References are obtained
- A single central record is maintained and detailed procedures exist in relation to this area
- All statutory checks are carried out on staff
- Safeguarding information is provided to visitors

#### Staff Training

- A robust induction programme
- Regular child protection training
- E safety guidance and training
- Governor involvement in training
- Training opportunities to respond to staff and pupil needs
- First aid trained staff, including paediatric first aid, administration of Epipen, Midazolam



### How we keep our pupils safe at St Richard Reynolds Catholic College

#### A Safe Environment

- Ongoing risk assessments and routine daily / weekly checks
- Daily routines, e.g. first day absence phone calls, visitor sign in pupil sign in after school
- Teaching routines to pupils to ensure good behaviour
- Staff duties before and after school and during breaks
- Parent Mail and text messaging to communicate unexpected changes to routine
- Classroom displays, e.g. behaviour, e safety
- Regular fire drills
- Site security, e.g. electronic gates, cameras
- Data protection training and working practices (e.g. clear desk policy, shredding)

#### Teaching and Learning

- The College delivers a curriculum that is engaging and relevant
- The College minimises barriers to participation through appropriate interventions
- Pupils are taught how to keep themselves safe eg e-safety, cyberbullying risks, Sex and Relationship education policy
- The College promotes positive relationships
- The College behaviour policy teaches pupils to take responsibility for their own actions
- Delivery of key messages through assemblies (e.g. e safety, wellbeing)

#### Well-being Support

- Form Tutors are available to their forms
- Pastoral Leaders
- Extra-curricular provision
- PSCH (eg emotional health)
- School nurse service – Weds drop-ins
- a quiet 'haven' for pupils in LSD
- Support for pupils with social, emotional, mental health issues through LSD programmes eg social skills
- Pupil Worry box
- Liaison with external agencies eg Strengthening Families

#### College Policies and Procedures

- Safeguarding Children and Child Protection
- Health and Safety
- Anti bullying
- Whistleblowing
- SEN
- Behaviour
- Attendance
- Support for pupils with Health Condition and Administration of Medicines
- Complaints
- Safer recruitment, SCR and DBS checks
- Grievance and disciplinary

#### 4. PASTORAL AND HOUSE SYSTEMS

Your child's class teacher is the member of staff who spends the most amount of time with your child. They will be planning and delivering lessons for your child across the school curriculum, as well as looking after your child's emotional, social and spiritual well-being. Therefore, your child's class teacher should always be your first port of call for any concerns or queries you may have. If necessary, they will redirect you to another member of staff.

##### House System

From October half-term in Reception, children are put into one of our six houses. Each house is named after a biblical character and has an associated colour and a head of house. The colours match with the colours of the High School House System, to allow for joint events, but are not the same houses. There is a head of each house and these are teachers and TAs, who the children are familiar with. Please note that siblings are placed in the same house.

The houses are as follows:

House Name	House Colour	Head of House
Elizabeth	Light Blue	Miss Sheehan
Hannah	Yellow	Mr Hasker
Mary Magdalene	Green	Mr Roy
Moses	Orange	Mr Turner
Noah	Dark Blue	Mrs O'Byrne and Mrs Morgan
Peter	Purple	Miss McEvoy and Mr Tomlinson

Children can earn house points, which lead to individual and house rewards. When individuals gain a certain amount of house points they are awarded with reward badges (Bronze, Silver, Gold and Principal Award), which can be worn proudly on the V of their school jumpers. House points are collated fortnightly and houses with the most house points gain a number of privileges. These include: their house colour ribbon being displayed on the house cup; their house banner appearing on the school bulletin; and a special lunchtime on a Friday. The house with the most house points at the end of the year, receive a special treat, which is decided by both staff and children.

To encourage children to interact within their house and not just their classes, there are a number of house activities and events throughout the year. Each lunchtime children sit in their houses to allow them to get to know each other and for the older children to help and set a good example to the younger children. House afternoons are also held throughout the year where children take part in activities outside of the curriculum with the rest of the members of their house. As the school grows, the intention is to develop house charity events, as well house sporting events.

## 5. TERM AND HOLIDAY DATES 2017-18

Please see the College website for a complete calendar.

### Autumn Term 2017

Start of Term	Wednesday 6 <sup>th</sup> September
Half Term	Monday 16 <sup>th</sup> October to Friday 27 <sup>th</sup> October
End of Term	Friday 22 <sup>nd</sup> December

### Spring Term 2018

Start of Term	Monday 8 <sup>th</sup> January
Half Term	Monday 12 <sup>th</sup> February to Friday 16 <sup>th</sup> February
End of Term	Thursday 29 <sup>th</sup> March

### Summer Term 2018

Start of Term	Monday 12 <sup>th</sup> April
Half Term	Monday 28 <sup>th</sup> May to Friday 1 <sup>st</sup> June
End of Term	Friday 20 <sup>th</sup> July

### Planned school closure dates for 2015/16

4<sup>th</sup> and 5<sup>th</sup> September – Inset days  
16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup> October – Inset day  
19<sup>th</sup> and 20<sup>th</sup> October – School closure  
1<sup>st</sup> December – School closure

*Please look at the website throughout the year for any changes to dates and events.*

### Other important dates for 2017/2018:

Roald Dahl Day	Wednesday 13 <sup>th</sup> September
Primary Curriculum Evening (All years)	Tuesday 19 <sup>th</sup> September
Reception Children Start Full Time	Wednesday 20 <sup>th</sup> September
Individual School Photos	Friday 22 <sup>nd</sup> September
Poetry Week	w/c Monday 25 <sup>th</sup> September
Primary Poetry Exhibition	Thursday 28 <sup>th</sup> September
Year 2 Trip to National Archives	Friday 6 <sup>th</sup> October
House Afternoon	Wednesday 11 <sup>th</sup> October
Autumn Parents' Evening	Tuesday 31 <sup>st</sup> October
	Thursday 2 <sup>nd</sup> November
All Saints Day/Opening of New School Mass	Wednesday 1 <sup>st</sup> November
Flu Vaccinations	Monday 20 <sup>th</sup> November
Infant Nativity (Reception, Year 1 and 2)	Thursday 7 <sup>th</sup> December (am)
House Afternoon	Wednesday 20 <sup>th</sup> December
EYFS, Phonics Screening Check and Key Stage 1 SATs Information Evening	Wednesday 17 <sup>th</sup> January
House Afternoon	Wednesday 7 <sup>th</sup> February
Lenten Fundraising	Friday 23 <sup>rd</sup> February
Arts Week	w/c Monday 26 <sup>th</sup> February
World book day	Thursday 1 <sup>st</sup> March
Lenten Fundraising	Friday 9 <sup>th</sup> March
Science Week	w/c Monday 12 <sup>th</sup> March

Spring Parents Evening	Tuesday 13 <sup>th</sup> March
	Thursday 15 <sup>th</sup> March
Year 3 Stonehenge Trip	Wednesday 14 <sup>th</sup> March
Lenten Fundraising	Friday 16 <sup>th</sup> March
Lenten Fundraising	Friday 23 <sup>rd</sup> March
Year 3 and 4 Easter Performance	Wednesday 28 <sup>th</sup> March (am)
House Afternoon	Wednesday 28 <sup>th</sup> March
English Curriculum Evening	Tuesday 24 <sup>th</sup> April
St Richard Reynolds Feast Day	Friday 4 <sup>th</sup> May
KS1 SATs begin	Monday 7 <sup>th</sup> May
Year 3 Living Rainforest Trip	Tuesday 8 <sup>th</sup> May
Sayers Croft (Year 4)	Monday 14 <sup>th</sup> May-
	Wednesday 16 <sup>th</sup> May
Year 2 Scooter Training	Monday 21 <sup>st</sup> May
House Afternoon	Wednesday 23 <sup>rd</sup> May
Year 3 First Holy Communion Mass	Friday 8 <sup>th</sup> June
Year 1 Phonics Screening Check	w/c Monday 11 <sup>th</sup> June
Year 3 Safe Walking	Monday 18 <sup>th</sup> June
	Tuesday 19 <sup>th</sup> June
	Wednesday 20 <sup>th</sup> June
New Reception Parents Information Evening	Wednesday 4 <sup>th</sup> July
Reports to Parents	Monday 9 <sup>th</sup> July
New reception Children Picnic	Tuesday 10 <sup>th</sup> July
Transition Day	Wednesday 11 <sup>th</sup> July
Sports Day	Friday 13 <sup>th</sup> July
House Afternoon	Wednesday 18 <sup>th</sup> July

## 6. THE SCHOOL DAY AND ROUTINES (for current building)

Children may be on the school site from 8:30a.m. and should be accompanied by an adult until their class teacher is present and the bell/whistle signals the time to line up. Children should then proceed to walk quietly and form a line by their class teacher ready to enter the building.

We aim to support all children to have a smooth transition at the beginning of the day. Although it is hard if your child is upset at the start of the day, please have the courage to leave-we will take great care to ensure your child is happy and children usually settle quickly and happily. We will always communicate with you if there is a problem or they have taken a long time to settle.

At the end of the school day, children must wait until they have been given permission by an adult to leave the school. Children should be collected promptly and in the event of late collections children will be taken to the College Office.

Please be mindful of other children and parents as you leave the school site. Please do not allow children to swing on the bike racks or climb on trees or the fences.

### The School Day

Current Timetable	
8.50 am	School starts and Registration
9.00 am	Assembly or Learning Activity
9.30 am	Lesson 1
10.35 am	Break
10.55 am	Assembly or Learning Activity
11.15 am	Lesson 2
11.50 am -12.15 pm	Staggered lunch for year groups
1.15 pm	Lesson 3
2.15 pm	Lesson 4
3.10 pm	Dismissal for Reception
3.15 pm	Dismissal for Year 1-4

Timetable for New School Building	
8.50 am	School starts and Registration
9.00 am	Assembly or Learning Activity
9.30 am	Lesson 1
10.30 am	Break
10.50 am	Assembly or Learning Activity
11.15 am	Lesson 2
12.15 pm	Lunch
1.15 pm	Lesson 3
2.15 pm	Lesson 4
3.10 pm	Dismissal for Reception
3.15 pm	Dismissal for Year 1-4

## 7. ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are essential to ensuring that your child gets the most out of their time at school. They are also important life skills that your child will need as they get older.

### *Punctuality*

- Please ensure that your child arrives in time for the start of school at 8.50am. Children and parents can arrive on site from 8.30am, so there is really no reason for anyone to be habitually late. Late arrivals are disruptive for the child who is late and also for the other children who will have begun lessons. No child should be on the school grounds before 8.30am.
- Prompt pick-ups after school are also really important. Children can become distressed when waiting for parents and looking after them requires supervision which deflects staff from other important work. Please phone the school if you are going to be late.

### *Absence Procedures*

- Parents/carers are asked to telephone (020 8325 4630) or email ([office@srrcc.org.uk](mailto:office@srrcc.org.uk)) the College Office **each day** if a child is unable to attend school. The College Office team will note the call and put the appropriate mark in the register along with a comment explaining the absence.
- On the first day of absence, if no note or telephone call is received from the parent/carer by 10:00am the College will endeavour to make contact that morning, by telephone or email messages.
- Children should bring a note signed by their parent/carer confirming the reason for their absence when they return to school.
- To request a leave of absence, please fill out a form which can be obtained from the school office. Permission can only be granted by the College Principal.

Medical and dental appointments should ideally take place outside school time but when this is not possible, please contact the school office and inform your child's class teacher.

For further details please refer to the SRRCC Attendance and Punctuality policy.

## 8. COMMUNICATION

Good communication is central to a successful Home-College partnership. Should you become aware of a problem, pastoral or academic, that you wish to discuss with the College, please contact your child's class teacher in the first instance. This person will know your child better than anyone else at school. Class teachers can be spoken to at drop off and pick up, or a note can be written and put in a child's book bag or given to the class teacher. Emails can also be sent to the Primary Office and will be forwarded on to the relevant member of staff.

A curriculum newsletter is sent out at the beginning of each term to inform parents of the learning and events taking place in their child's year group. A school bulletin is issued fortnightly and includes important information and updates, as well as reporting on events which have taken place in school. The aim of the bulletin is to keep parents up to date with school life. Curriculum newsletters and bulletins will be sent out to parents/carers via Parentmail so please ensure the college has the correct contact details for you.

Newsletters, bulletins and letters will also be posted on the primary section of the College website. The website should always be the first port of call for information as it will be kept up to date with events, information and news.

Queries about the school day, payments or other issues can be dealt with by the School Office.

School Address: Clifden Road  
Twickenham  
Middlesex TW1  
4LT

Phone number: 020 8325 4630

Email: [primary@srrcc.org.uk](mailto:primary@srrcc.org.uk)

Web page: [www.strichardreynolds.org.uk](http://www.strichardreynolds.org.uk)

School Twitter Feed: StRRCCollege

As stated in the Home-College Agreement, we will keep you fully informed of your child's progress. You will receive information on this throughout the year, at our Autumn and Spring parents' evening, as well as in a written end of year report. However, parents/carers are welcome to contact a class teacher at any point throughout the year to discuss their child's progress.

## **9. TEACHING AND LEARNING**

Our College Vision forms the basis of our curriculum and our core purpose is to provide outstanding learning and teaching opportunities for all of our children. Our curriculum aims to challenge them – according to their ability and recognising individual needs – to reach the highest standards of personal achievement. It provides varied cross curricular experiences, as well as progression within and between Key Stages.

Religious Education is at the heart of our curriculum. Our staff strive to plan and deliver a Religious Education programme which meets the needs of all children and will make provision for the spiritual, moral, social and cultural development of their children within a Catholic context. We work closely with parents to build upon and extend Religious Education begun in the home.

Children in the Primary School currently receive specialist input from colleagues in the High School in French and Music and in some year groups P.E. There is also extra-curricular provision offered by a number of clubs specialising in Tennis, Football Tag-Rugby, Basketball, Martial Arts, Dance, Sewing and Knitting and Computing.

Further information on the Primary School Curriculum is shared at the Curriculum Evenings or Curriculum Newsletters and on the website in the SRRPCS Curriculum Statement 2017-18.

The Curriculum is reviewed annually by the Governing Body.

## **10. OBSERVATION, ASSESSMENT AND REPORTING.**

As stated in the Home-College Agreement, we will keep you fully informed of your child's progress. You will receive information on this in a number of ways including at the Parents' Evenings in the Autumn and Spring terms and at the end of the year you will receive a written report. Parents/carers can also contact class teachers at any time throughout the year to discuss their child's progress.

Children are assessed throughout the year both formally and informally and class teachers will be looking to see whether children are on track to meet the expectations for their age. End of year assessments are in line with national requirements and include the Early Years Profile at the end of the Reception year; the Phonic Screening Check at the end of Year 1; and KS1 SATs at the end of Year 2.

## **11. HOMEWORK**

Children at St Richard Reynolds Primary School are expected to work very hard during the day and we encourage a variety of activities, including academic study, to be carried out at home. Homework reinforces and/or extends pupils' learning and we use the term "homework" to include any learning activity that children, individually, or with their parents/carers, undertake outside school.

Parents/carers play a particularly vital role in the education of their child. We expect that parents/carers will support their child's learning by spending a short amount of time each evening with their child reading and completing any homework activities.

We also recognise the role that extra-curricular activities play in developing a child as a whole and we encourage opportunities for children to develop physical, social, emotional and spiritual well-being outside of the classroom.

Further information on homework or how to support your child's learning can be provided by class teachers or found in the homework policy.

## **12. SCHOOL UNIFORM**

St Richard Reynolds Catholic College has a strict uniform policy which forms part of the Home-College Agreement. Our policy is intended to:

- develop a strong sense of belonging to the St Richard Reynolds community;
- encourage children to take pride in their appearance and in their role as ambassadors for the College;
- educate children in the need to dress appropriately for different purposes.

Children are expected to wear the full College uniform, including the correct bags, at all times, including the journey to and from College. Please be conscious of the requirements of the school uniform dress code when purchasing shoes or clothing. If there is a problem which prevents your child from wearing the correct uniform, please send them to school with a note.

If you are in any doubt about what is and is not acceptable, please ask a member of staff and the College Uniform Policy is available on the website or from the College Office.

**ALL UNIFORM MUST BE CLEARLY NAMED**

### **P.E. Kit**

Full P.E. kit should be in school at all times and in the correct bag. The kit will be sent home each half-term to be washed and this is also an opportunity to check that all items still fit correctly and are all still clearly named.

### **Outdoors**

Outdoor learning is a vital aspect of a child's development and our outdoor area is resourced so that the needs of the children are met. Children access the outdoor areas all through the year and so need appropriate warm clothing. Please ensure that that your child has suitable outdoor clothing and has a coat in colder and wet weather. School sunhats or sunhats in school colours are required in the Summer term.

### 13. BEHAVIOUR FOR LEARNING

#### **Pupil Code of Conduct**

*"Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind"; and, 'Love your neighbour as yourself.'"*

#### ***Love the Lord your God:***

- Live out the Catholic values of our College.
- Respect all people.
- Respect our environment which is God's creation.

#### ***Love your neighbor:***

- Treat others with courtesy and consideration.
- Never use language which puts other people down.
- Speak to a teacher if you are worried about someone else.
- Use lesson time and resources purposefully.
- Move sensibly and courteously around the College.
- Use outdoor areas in a way which respects other people.
- Take responsibility for tidying up classrooms at the end of lessons.

#### ***As you love yourself,***

- make sure you are ready to learn;
- follow the uniform code;
- co-operate with your teachers;
- attempt every task to the best of your ability and ask when you are not sure;
- spend the right amount of time and effort on your work.

For everyone's safety and wellbeing, we do not allow the following items in College:

- nuts;
- chewing gum;
- expensive items such as jewellery;
- fireworks;
- alcohol;
- drugs;
- cigarettes or smoking materials;
- iPods or headphones;
- clothing which is not included in the uniform policy;
- make up or nail varnish;
- any items which could be used to harm another person.

The Pupil Code of Conduct applies in College; on the journeys to and from school; and on school trips.

## **Behaviour Ladder**

Each class has a behaviour ladder displayed in their classroom and children move up and down the levels of the ladder each day, dependent on their behaviour, effort and achievements. All children start on a ready to learn level and remain on this level if their behaviour, effort and achievements are deemed as appropriate for their learning by the staff of the school- this is the expected level for all children. If children exceed expectations, they can climb the behaviour ladder and gain rewards for their efforts.

Children on the first positive level at the end of the school day will receive 2 house points and those on the second positive level will receive 5 house points. The highest level on the behaviour ladder is the 'Superstar' level and if children successfully reach this level, they will not only achieve 10 house points but their photo will also be placed on the 'Superstar Hall of Fame' display for the whole school to see.

Unfortunately, if children are moved down the behaviour ladder it means they have not reached the expectations of our staff in their efforts, behaviour or achievement and sanctions will be enforced. Children moving down just one stage will just be given a warning and time to correct their mistakes. However, if children continue to move down the ladder, they are likely to miss parts of or whole playtimes; have to write apology letters; fill in behaviour reflection sheets; and complete any incomplete work. Parents will be contacted when they need to be informed of an incident and their involvement is necessary.

## **Rewards**

At St Richard Reynolds Catholic Primary School, excellence will be celebrated in a number of ways. One of these ways is through the school's house point system. House points may be awarded for excellent progress or attainment in class work; participation in extra-curricular activities; high quality thinking; and high standards of courtesy and consideration for others. House points are also automatically awarded if children reach any positive level of our behaviour ladder (please see information on behaviour ladder for details). Individuals and houses can achieve rewards when they have gained certain amounts of house points (rewards are outlined in the house section).

As well as the school's house point system, a celebration assembly is held each week to celebrate the achievements of children both inside and outside of school. Individual classes also have their own reward systems which can include stickers, certificates and table and whole class rewards. All staff believe strongly that children should be rewarded for their efforts and achievements and actively seek for opportunities to do this.

## **Sanctions**

At all times, our emphasis will be on promoting and rewarding excellent behaviour. In order to achieve this, we will deal firmly and fairly with behaviour which does not meet our expectations. Sanctions are in line with our behaviour ladder and the individuals involved and circumstances of an incident will always be considered so that an appropriate measure is imposed.

## **14. PUPIL WELFARE**

Communication about your child is key to ensuring that your child's class teacher can support them in the best possible way. Please do share information with your child's class teacher when events at home may cause your child to become upset or distressed, such as the death of a pet, a house move, or parent working away. At such a young age, what may seem like small things for an adult, can have a much larger impact on children's lives. If your child is in any way unhappy, please contact your child's class teacher to discuss your concerns.

### **Friendship Issues**

A child's friendships are a special part of their school life and can be extremely rewarding and beneficial to their social development. However, at times children may find challenges in forming and maintaining these essential relationships. When disagreements occur, it is very important to teach the children the necessary skills to resolve these conflicts themselves. Therefore, if parents have any concerns regarding their child's friendships, it is important they speak to their child's class teacher, who can help to resolve the situation.

### **Healthy Eating**

We promote a healthy lifestyle and so we eat together as a community. Children have a wide range of healthy choices in the College canteen. In Key Stage 1 we also participate in the government fruit and vegetable scheme so that a healthy snack is available at morning break each day. In Key Stage 2 we ask parents to provide a fruit or vegetable based snack for children. We also ask that each child brings in their named water bottle to school each day, filled with fresh water.

Due to the school promoting healthy eating and the many food allergies we have at the school, we ask parents not to send in food treats for children's birthdays. If parents/carers would still like to mark their child's birthday by treating their classmates, we suggest an item which can be enjoyed by the whole class and enhance their learning. This could be a book for the class library or a game to be enjoyed during wet play.

***Please note that we are a nut-free school and food items including nuts should never be on school premises.***

## **Medical Matters**

Many members of the college staff are first aid trained and this includes Paediatric Emergency Aid. We will deal with minor injuries and administer first aid as necessary. We will always advise you of a bumped head during the school day by a note being sent home. In the event of a more serious accident, or your child being taken ill, we would contact you immediately and so we ask that the contact details we hold for you in school are up to date.

If at all possible medication should be given at home, but if this medication must be administered in College, please complete a Consent Form (available from the College Office). Please note that this can only be medication prescribed by a doctor and not items such as Calpol. Prescribed medicine should be labelled with your child's full name, date of birth, class, the dose and frequency of the medication and given to Miss McEvoy, the College Healthcare Co-ordinator.

Miss McEvoy should be contacted about any serious medical needs and if your child has a food allergy or intolerance. She can be contacted via the primary email address ([primary@srrcc.org.uk](mailto:primary@srrcc.org.uk)) or by calling the college telephone number (020 8325 4630).

Some families are eligible for free school meals but do not realise it. If you believe you may be one of these families, more information can be found at [http://www.richmond.gov.uk/free\\_school\\_meals](http://www.richmond.gov.uk/free_school_meals).

We also have a school nurse, Charlie Pratten, who parents may contact for a self-referral to discuss medical needs of the children such as bed wetting, healthy eating and behaviour advice.

She can be contacted by telephone on 020 8917 4220 or email: [charlotte.pratten@hrch.nhs.uk](mailto:charlotte.pratten@hrch.nhs.uk).

## **15. EXTRA- CURRICULAR ACTIVITIES**

We are delighted that we have developed partnerships with a number of providers to offer a rich and varied extra-curricular programme for children. Many of the clubs that are offered are externally run and go through rigorous checks to ensure they are meeting college safeguarding requirements. Please ensure that you check details directly with clubs.

### **Music**

Music is a specialism at St Richard Reynolds, and is an integral part of school life. All children are developed as musicians through a curriculum that is largely practical, aiming to develop many different skills through the study of historical and contemporary musical styles. In addition to curriculum music, children are strongly encouraged to consider additional instrumental tuition. Individual or small group lessons are offered in many different instruments and in singing. To apply for lessons in school and for details of fees and discounts, please visit the Richmond Music Trust website:

<http://www.richmondmusictrust.org.uk/>

## **16. FRIENDS OF ST RICHARD REYNOLDS CATHOLIC COLLEGE**

You are warmly invited to join the Friends in supporting our school community. The Friends of St Richard Reynolds (FoSRR) is an association that aims to:

- support the Catholic ethos and values of the College;
- develop and further a community of individuals who are supportive of the College;
- advance the education of children in the College;
- encourage effective relationships between staff, parents and others associated with the school;
- have fun in the process.

All parents/carers are automatically members and we welcome anyone in the local community and beyond who would like to support our College.

Contact the current FoSRR Chair, Kevin Nolan: [fosrr@fosrr.org](mailto:fosrr@fosrr.org) or [chair@fosrr.org](mailto:chair@fosrr.org)



*VIDETE BONA DOMINI*

**ST RICHARD REYNOLDS  
CATHOLIC COLLEGE**