

ST CLEMENT'S
CATHOLIC PRIMARY SCHOOL

PARENTS HANDBOOK 2025 - 2026



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WELCOME

Welcome to St Clement's. We look forward to a happy partnership between the child, home and school that will help us provide the best possible opportunities for your child. We try to make our school a place the children love to come to and a community to which they enjoy belonging.

We take pride in our school and the community it serves. Our children and families predominantly belong to the parish of St Clement's. Our school has a strong Catholic ethos, and we are proud of our positive nurturing environment. Our children are valued as individuals and are encouraged to always be the best they can be.

We believe children learn best when families are involved, and we hope that you will take advantage of the opportunities to get involved.

We are blessed with hardworking, dedicated and talented staff, who strive to provide our children with a broad and balanced curriculum. We seek out opportunities and aim to enable our children to be independent learners and considerate citizens.

Our aim is to raise children's aspirations and enable them to achieve their highest potential. We thank you for your continued support in working together to help your child succeed. We look forward to a successful working partnership.

STAFF

Senior Leadership Team

Mrs I Chappell	Head of School
Mrs E Simpkin	Assistant Headteacher
Mrs B Roberts	SENDCo and Senior Leader

Office Team

Mrs L Adams	School Business Manager
Mrs K Hicks	Office Administrator
Mrs L Howard-Lanes	Office Administrator

Class Teachers

Mrs A Katsikaris	Reception Class teacher
Mrs B Roberts	Reception Class teacher
Miss R Eggitt	Year 1 Class teacher
Miss K Widdup	Year 2 Class teacher
Mrs J Benton	Year 3 Class teacher
Mrs S Henry	Year 3 Class teacher
Mrs L James	Year 4 Class teacher
Mrs B Cook	Year 5 Class teacher
Mrs E Simpkin	Year 6 Class teacher
Mrs P King	Year 6 Class teacher

Higher Level Teaching Assistant

Mrs B Dunne	HLTA and ELSA
Mrs K Price	HLTA
Mrs K Maslowska	HLTA

STAFF

Inclusion Team

Mrs B Roberts	SENDCo
Miss S Maton	SENDCo Administration

Teaching Assistants

Mrs H Costa-Michael	Reception Teaching Assistant
Mrs C Dunne	Reception Teaching Assistant
Mrs S Canitrot	Year 1 Teaching Assistant
Mrs L Sanders	Year 2 Teaching Assistant
Miss S Maton	Year 3 Teaching Assistant and ELKLAN
Mrs L Howard-Lanes	Year 3 Teaching Assistant and ELSA
Miss O Akindele	Year 4 Teaching Assistant
Miss C Perry	Year 5 Teaching Assistant
Mrs K Maslowska	Year 5 Teaching Assistant
Mrs K Price	Year 6 Teaching Assistant
Mrs C Walshe	Reception and Year 3 Teaching Assistant

Music Teachers

Sandie Tompsett	Peripatetic music teacher
Ollie Du Toit	Peripatetic music teacher
Helen Frisby	Peripatetic music teacher

STAFF

Midday Supervisors

Miss S Maton	Senior Midday Supervisor
Miss C Perry	Midday Supervisor
Mrs T Holmes	Midday Supervisor
Mrs C Borsetto	Midday Supervisor
Mrs C McKillop	Midday Supervisor
Ms Y Wai	Midday Supervisor
Miss O Akindele	Midday Supervisor
Mrs L Barratt	Midday Supervisor
Mrs H Giorgi	Midday Supervisor
Mrs E Harris	Midday Supervisor

Site Supervision Staff

Mr. I Buckland	Premises Manager
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Catering Team

Mrs L Bickerstaff	Caterer
Mrs G Darbakova	Cook

Breakfast Club Team

Miss S Maton	Breakfast Club Manager
Mrs B Dunne	Breakfast Club Assistant
Mrs C McKillop	Breakfast Club Assistant
Mrs L Sanders	Breakfast Club Assistant
Miss C Perry	Breakfast Club Assistant
Mrs T Holmes	Breakfast Club Assistant

STAFF

After School Club Team

Miss S Maton	After School Club Manager
Mrs L Bickerstaff	After School Club Assistant
Mrs G Darbakova	After School Club Assistant
Mrs C Dunne	After School Club Assistant
Miss A Williams	After School Club Assistant

OUR MISSION STATEMENT

‘Growing Together in Faith, Love and Learning’

**GROWING IN GOD’S LOVE
TOGETHER WE WELCOME AND RESPECT OTHERS
LOVING, SHARING, CELEBRATING
LEARNING TO BE THE BEST THAT WE CAN BE**

We want the St Clement’s family to have the opportunity to feel valued, achieve their best and develop their spirituality and faith in a safe, secure and nurturing community with high expectations and a strong ethos. We aim to encourage a love of learning, promote opportunities to build self-confidence and respect for others, creating a firm foundation for a successful and a vibrant future.



THE SCHOOL DAY

Drop off Time	Groups
8.40 am – 8.55 am	All children
8.55 am	Registration
Break time	10.30 a.m.
Lunchtime 12.00 pm – 1.10 pm	EYFS & KS1
Lunchtime 12.15 pm – 1.15 pm	KS2
Collection time	Groups
3.25 pm	All year groups

Arrival at school

All pupils must arrive at the Fennells Mead gate or the Old Schools Lane Gate between 8.40 am and 8.55 am. Parents will drop their children at either gate and then the children will come on site and go directly to their classrooms.

Lateness

Punctuality is very important. Children who arrive late to classes are at a disadvantage as they often miss vital learning. The register is taken at 8.55am. Any child not in by this time must enter by the office and will be marked as late. The register then officially closes at 9.10am and if your child arrives after this time they will be recorded as an unauthorised absence.

If your child is likely to be late to school, please telephone the School Office (020 8393 8789) or email (office@stclements.surrey.sch.uk) at 8.30am. Children arriving late to school must enter via the office, please do not allow them to walk round the school to classrooms. Persistent lateness will be taken very seriously and where we have a concern the school will contact you to see how we can best support you with punctuality. In severe cases, this will be reported to the Local Authority.

Leaving the School

It is essential that we know the arrangements for who is collecting your child from school. Please ensure that you communicate any changes to end of day arrangements to the class teacher. If your child must leave the school at any time during the day for either a scheduled hospital/orthodontist appointment, then the Office must be informed, and their absence recorded. Appointment cards/letters must be provided please. Dentist or GP appointments must be before/after school or during school holidays.

Collecting your child from school

The Fennells Mead Gate and the Old Schools Lane Gate will be open from **3.20pm** each day to allow parents to come on site to collect their children at their allocated time. If your child is in Reception, they can be collected from the Reception gate on the main playground at the back of the school. Years 4 – 6 can be collected from their classrooms at the back of the school. Years 1 and 2 can be collected from under the canopy by their classrooms. Year 3 parents need to wait at the statue of Mary at the front of the school, which will be their designated collection point.

THE SCHOOL DAY

Afternoon Lateness

If any parents/carers know that they will be late collecting their child, they are asked to inform the Office as early as possible to avoid any unnecessary concern. If you wish your child to be collected by someone other than yourself, you must let the office or teacher/adult in charge know in the morning. This person must be known by your child and the school (class teacher).

Absence

If a child is going to do well at school, it is vital that they have a good attendance record. Therefore, students should only be absent if they are too ill to come to school or in exceptional circumstances. If absence is unavoidable then a family ADULT should telephone the School Office (020 8393 8789) on the first day of absence and every day thereafter. A message can be left on the absence line. An adult family member should make phone calls before **8.30am** on each day of absence. If we have not heard from you by **9.30am**, we will contact you directly.

Every pupil is set a target of 97% attendance. The school is under obligation to report any unauthorised or persistent absences to the Inclusion Officer, who will then contact the family to discuss the reasons for the absences. Regular school attendance and punctuality is vital. National evidence shows that children who attend regularly achieve higher standards and progress in their work. They are also able to mix more easily with friends and form relationships.

If your child is likely to be absent from school due to illness for a long period of time, please contact us. We will be happy to discuss any support needed to ensure they keep up to date with what is taking place in school. On your child's return to school following an absence, we require an email outlining the reason for the absence for our records and a doctor's certificate if longer than five days.

Holidays/Term Time Leave

We **strongly** discourage parents/carers from taking their children out of school for holidays during term time, as it really does affect the continuity and quality of your child's education. **Holidays in term-time will never be authorised. Term dates are published a year in advance.**

If you need to take your child out of school for any reason, you will need to fill out an "Application for Leave of Absence for Exceptional Circumstances" form available from the School Office. Please understand that leave during term time is not a right and can only be granted by the Head of School in **exceptional** circumstances. Please **DO NOT** make any arrangements for travel unless authorisation has been given by the Head of School. If you take your child out of school without permission, you may be in breach of section 444(1A) of the Education Act 1996 and your child may be referred to the Inclusion officer.

Penalty notices

The Education Penalty Notices England Regulations 2024 bring some important changes to issuing penalty notices for absences taken **AFTER** 19 August 2024.

A Penalty Notice may be issued as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school (absence without the agreement of the school or not covered by a medical note) and will be used by Surrey County Council in the following circumstances: -

1. Pupils identified by police and Attendance Advice Officers (formerly Education Welfare Officers) engaged on Truancy Patrols and who have incurred unauthorised absences.
2. Leave of absence in term time (5 days or 10 sessions or more).

The amount payable for penalty notices has increased from £60 to £80 per notice if paid within 21 days. If paid between 21 and 28 days, the amount payable has risen from £120 to £160 per notice. If a parent/carer has incurred a penalty notice for the same child since 19 August 2024, the rolling three-year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160, per notice. There will be no reduction for paying within 21 days. Where a parent/carer has incurred 2 penalty notices for the same child within that rolling three-year period, the parent/carer CANNOT receive a further penalty notice and Surrey County Council will consider a prosecution under s 444 Education Act 1996.

MEDICAL SUPPORT, MEDICINE AND FIRST AID

At St Clement's, the health, safety, and welfare of all our pupils is of paramount importance.

Before your child starts at St Clement's, you will be given a Pupil Contact Information Form and Medical Form to complete as part of the admissions procedure. It is very important that we are made aware in advance of any medical conditions or allergies your child has, however slight (plasters, nut allergies, wasp stings, asthma etc.), so that we can have appropriate arrangements in place for them should they become ill. Parents and carers have a duty to provide these details and to inform the office immediately of any changes, especially in emergency contact numbers. All information is treated confidentially and will only be shared with personnel and authorised agencies where necessary.

Accidents, Injuries and/or Sickness

If your child is injured at school, a member of staff qualified in First Aid will assess your child's need and apply basic first aid. If there is even the slightest concern that the injury may be more serious, parents will be contacted immediately. Parents will be informed that day via Arbor if your child has had first aid in school. Arbor is our Management Information System through which we communicate with parents. For serious incidents/medical emergencies, an ambulance will be called immediately.

Head Bumps

Children often bump their heads without further consequences, but parents will be informed via Arbor about head bumps so that they can look out for signs that the injury could be more serious. If any of these signs become apparent while the child is still at school, the parent will be immediately contacted. All first aid incidents are recorded on an accident slip which are saved on the school system and a copy is sent to parents via Arbor.

Sickness

If your child feels unwell during school, we will contact you so that you can make any necessary arrangements to collect him/her. A child who vomits or has diarrhoea in school must be collected as soon as possible and **must not return to school until 48 hours after the last episode of either sickness or diarrhoea.**

Covid-19

If your child tests positive on a lateral flow test and has symptoms they are now advising that they remain at home and isolate for three days.

Medicines

Should your child need to take prescribed medication on a permanent or temporary basis, we are able to administer it providing that you complete a **'Parental agreement for St Clement's Catholic Primary School to administer medicine'** and deliver the medication in its original container with label as dispensed by the pharmacy. This form is available under 'forms and permissions' on our school website. Please discuss this with Mrs Hicks. All asthma inhalers and epi-pens must be clearly labelled with your child's name and will be kept in the classroom in the class first aid bag. It is parents' responsibility to ensure asthma inhalers and epi-pens are in date.

UNIFORM

Our Uniform Policy reinforces our culture of high expectations and academic achievement. We encourage age-appropriate dress and focus on teaching and modelling situational attire, making sure pupils know the difference between suitable attire for different settings: school; places of worship; work; holidays and weekends. The Uniform Policy is effective throughout the school year.

- All pupils must dress according to the Uniform Policy. This is a very important part of our ethos and culture.
- Uniform unites us as a community. We learn, practise, play and succeed together. All pupils make a commitment when they put on their uniform that they will abide by the rules of the school community.
- Uniform reduces distractions. We are focused on our learning, the basics being reading, writing, mathematics and citizenship.
- Uniform makes us all equal. The children come to school looking the same way. No one has to feel awkward about the clothes they have or don't have.
- Uniform gives us all an identity to be part and proud of.
- Uniforms are professional. Pupils look smart, neat, and ready to learn.

Shoes must always be worn with school uniform.

Children will be asked to wear their PE kits to school on their nominated PE days (see the table below) All children can wear trainers with their PE kits.

If pupils are not dressed in the appropriate uniform parents will be contacted and asked to bring a uniform in. In certain cases, we may agree to loan an item of clothing to pupils, but this will be at the discretion of the Head of School.

PE days	
Year group	Days of the week
Reception	Monday and Friday
Year 1	Monday and Thursday
Year 2	Monday and Thursday
Year 3	Tuesday and Friday
Year 4	Monday and Wednesday
Year 5	Tuesday and Friday
Year 6	Thursday and Friday

UNIFORM

We are very grateful to parents/carers for supporting the wearing of the following items:

Infants	
Winter	Summer
<ul style="list-style-type: none"> ✓ Grey skirt, pinafore or trousers– plain styles e.g. no cargo pockets and woven fabric. ✓ Round necked sweatshirt or cardigan with 'St Clement's School' embroidered. ✓ White polo shirt with 'St Clement's School' embroidered. ✓ Grey, red or white tights ✓ Grey or white socks (not sports socks) ✓ Black or navy blue coat or jacket ✓ Red microfleece lined jacket with school logo 	<ul style="list-style-type: none"> ✓ Red and white gingham summer dress NOT gingham shorts or playsuits. ✓ Grey shorts – plain styles e.g. no cargo pockets. ✓ Round necked sweatshirt or cardigan with 'St Clement's School' embroidered. ✓ White polo shirt with 'St Clement's School' embroidered. ✓ Grey or white socks (not sports socks) ✓ Black or navy blue coat or jacket ✓ Red microfleece lined jacket with school logo
Juniors	
Winter	Summer
<ul style="list-style-type: none"> ✓ Grey skirt, pinafore or grey culottes- woven fabric. ✓ Grey trousers or shorts – plain styles e.g. no cargo pockets and woven fabric. ✓ V necked sweatshirt or cardigan with 'St Clement's School' embroidered. ✓ Plain white shirt suitable for wearing a tie. ✓ School tie ✓ Grey, red or white tights ✓ Grey or white socks (not sports socks) ✓ Black or navy blue coat or jacket ✓ Red microfleece lined jacket with school logo 	<ul style="list-style-type: none"> ✓ Grey skirt, pinafore or grey culottes. ✓ Grey trousers or shorts – plain styles e.g. no cargo pockets. ✓ V necked sweatshirt or cardigan with 'St Clement's School' embroidered. ✓ White polos with 'St Clement's School' embroidered. ✓ Red and white gingham summer dress NOT gingham shorts or playsuits. ✓ Grey or white socks (not sports socks) ✓ Black or navy blue coat or jacket ✓ Red microfleece lined jacket with school logo
PE Kit	
<ul style="list-style-type: none"> ✓ House coloured polo shirt and black shorts - now available via Schoolwear Inc ✓ Plain black tracksuit bottoms (no logos) ✓ PE quarter zip top with school logo - now available via Schoolwear Inc ✓ Trainers (Years R– 6) 	

*All embroidered items are available to purchase via [Schoolwear Inc](#)

****The children can remain in their summer uniform until the October half term**

UNIFORM

Bags and belongings

- Reception and Year 1 – children to use the St Clement's book bag.
- Year 2 – 5 children to use the St Clement's rucksack.
- Year 6 – children can bring their own rucksack.

Pencil cases

Y3 to Y6 should bring their own pencil case to school. This must be a plain pencil case. Elaborate pencil cases will not be allowed and children will be asked to keep them at home. Children in Reception, Year 1 and Year 2 will have shared resources provided for them in school and therefore do not need to bring pencil cases into school.

Named water bottle

Children from Reception – Year 6 will need a named water bottle for school. Bottles with a sports cap/spout are preferred as those with a screw lid can lead to spillages.

Footwear

Pupils must wear closed-toed, hard-soled, all black plain shoes with a flat sole. Footwear with flashing lights is not appropriate for school. Boots are not allowed. Open-toed sandals or sling backs should not be worn, even in the Summer Term. Where possible, shoes should have Velcro straps particularly for those children in Reception and Key Stage 1.

Hairstyles / Make-up

Pupils' hair should always be neatly groomed and professional. Long hair (on or below the shoulders) should be tied back neatly in school colours (boys & girls). This is not only for reasons of smartness and appearance but also for health and safety. Pupils may not wear excessive hair gel, designs or words cut into their hair or permanent or temporary coloured hair. Extreme hairstyles, such as Mohawks and Mohicans are not allowed. Haircuts should be no less than grade 3. Pupils are not allowed to wear fingernail polish or false nails. Make-up is not allowed.

Jewellery/Accessories

Jewellery, including earrings, necklaces, rings etc. must not be worn at school. Watches may be worn but removed for PE.

Naming Clothing and Property

Please ensure all clothing and property is clearly marked so that lost articles may be easily traced and returned. The school cannot accept responsibility for loss or damage of pupils' property and valuables.

Lost Property

We do keep a central collection of lost property by the school office. We endeavour to return all misplaced, named property to a child's class. Please ensure all items are clearly named. All clothes, including rucksack and trainers, should be clearly labelled with the child's name, especially PE kit and trainers. All lost property is disposed of at the end of every term if it is not collected.

SCHOOL MEALS

School Lunch

St Clement's is committed to healthy eating, and we ask that parents/carers do not give their children **junk food, crisps, chocolate, sweets or fizzy drinks** to bring to school. All children are expected to have a named water bottle. Children will be encouraged to drink water throughout the day, and water is made available at tables during lunchtime.

School meals at St Clement's are prepared and cooked daily in our school kitchen by our new provider **Innovate**, using fresh ingredients that have been ethically and, where possible, locally sourced.

Lunches for all children need to be ordered in advance by midnight on Saturday, using the Innovate app.

Please remember this is a NUT FREE school. Please DO NOT provide any nut-based products, this includes Peanut Butter or Nutella in any packed lunches.

As some pupils have severe allergies to kiwi fruit, we kindly ask that it is not included in fruit snacks or school lunches.



THE CURRICULUM

St. Clement's is a Roman Catholic School where we aim to provide a Catholic Education in a Christian environment. Pupils and staff are challenged to achieve their potential, spiritually, intellectually, and socially. We aim to provide a broad, balanced, and relevant curriculum that meets the needs of each individual child. We encourage children to work independently, to develop skills and establish concepts to have full access to the National Curriculum. We build on the children's own experiences so that they grow in self-esteem and respect for others.

Equality of opportunity

At St. Clement's we expect work of a high standard. Each child's work is valued and we try to ensure that every child develops to their full potential. We are opposed to any discrimination on the grounds of race, gender or ability. The school has an Anti-Racist policy. If there are any incidents of racist abuse they are brought to the attention of the Head of School who will record the incident and inform parents where necessary. (Serious incidents are reported to the Local Authority for their records.)

If you have any concerns about this issue or any other related issue the Head of School would be happy to discuss them at a convenient time.

Spiritual development

Religion is central to the life of our school. It encompasses the school Mission Statement and we try to live and work according to Gospel Values. We aim to create an atmosphere which supports parents and carers in fostering the faith of their children.

The children at St. Clement's participate in daily prayer, school, and class assemblies. You will be notified when your child's class assembly is due to take place. Masses are celebrated in school to mark important events and parents are invited to attend. As a school community we support the children, mainly in year 3, who are preparing for the First Sacraments in their parishes.

In school we use the diocesan approved scheme "Day By Day" from Reception to Year 6.

Social development

We aim to provide a happy, caring atmosphere in which the children will be encouraged to grow in self-confidence, respect and consideration for others and to develop into happy self-disciplined individuals. We teach our children to respect authority and to treat adults and children with courtesy and respect. School rules are kept to the minimum, just enough to ensure safety and good order. We encourage good behaviour with praise and we expect parental support in matters concerning good manners, behaviour and discipline.

Academic development

Our curriculum is based on the requirements as set out in the National Curriculum documents with the addition of many and varied extension activities. We aim to provide a curriculum that is broad and balanced and based on the needs of the individual. RE is central to all we do in school, with many cross-curricular links to all other subjects. The National Curriculum consists of core subjects: English, Maths, RE and Science. There are also foundation subjects which include Computing, Design Technology, PSHE & Citizenship, History, Geography, Music, Art and P.E.

THE CURRICULUM

How do we monitor your child's progress?

Teachers keep detailed records of the areas of study experienced and skills learned by each child. At the end of the school year, you will be given a written report on the progress he or she has made. This report may be discussed with the class teacher towards the end of the Summer Term. Each term you will also have an opportunity to meet your child's class teacher to discuss his or her progress. As part of the Education Reform Act, 1988, all children will be assessed using a national system at the end of the EYFS (Reception) and Key Stage 2 (Year 6). There is no statutory obligation to assess children at the end of Key Stage 1 (Year 2). This came into effect in 2024.

All children at St Clement's are entitled to a fully inclusive education. To this end, we ensure that all children with special educational needs are identified at the earliest opportunity and appropriate action is taken to support their learning. Class teachers work closely with parents and learning support staff and report to the SENDCo and Head of School, with input from external professionals as and when required. They meet with the parents of children with an Educational Health Care Plan (EHC) each term, the final meeting being the annual review, which will include other professionals who have worked with the child as appropriate.

Inspections

The school had an OFSTED inspection in April 2025. Our last Diocesan inspection was carried out in May 2019. Full reports are available on our website.

HOMWORK

The school promotes a balanced approach to homework and encourages parents to support children through weekly homework. The expectations for homework increase as children progress through school. Homework is usually completed within a child's homework book or on Google Classroom. There are Maths and English homework activities set every week. All children are expected to read at home each day, either with adults or independently, with a weekly record kept in a home/school reading diary.

At St Clement's we believe that education is a partnership between school, parents, and the community. An element of this is the link between classwork and your child's experience outside school. By involving you and your child in carefully chosen home tasks we can develop this link in a positive and meaningful way.

Your child should:

- Remember to 'turn' their homework in on time on Google Classroom or hand in their completed homework book in school
- Make you as their parents aware they have homework
- Present their work as neatly as possible
- Attempt their work first before asking for help at home.

You as the parent should:

- Support the homework policy by working in partnership with your child and his/her teacher
- Ensure work is 'turned in' to school either on Google Classroom or in their homework book
- Provide a reasonably peaceful, suitable place in which a child can do homework, free from distractions and at an appropriate time of the day.
- Encourage your child to complete the work neatly, to the best of his / her ability (but don't do it for them!)
- Listen to spellings / tables, read instructions to children where necessary
- Encourage your child and praise them when they have completed homework.

The amount of homework set reflects the age of your child and the time required to complete it.

Year group	Homework tasks	Time per night
RECEPTION	Sharing/reading books with parents every night Phonic words in phonics folder Handwriting book for letter formation practice.	10 minutes
YEAR 1	Sharing/reading books with parents every night Weekly spellings English activity or worksheet Monday Maths activity or worksheet Wednesday	15 minutes
YEAR 2	Sharing/reading books with parents every night Weekly spellings Maths activity English activity	20 minutes
YEAR 3	English Maths Reading every night Weekly spellings Weekly x tables	25 minutes
YEAR 4	English Maths Reading every night Weekly spellings Weekly x tables	25 minutes
YEAR 5	English Maths Reading every night Weekly spellings Weekly x tables	30 minutes
YEAR 6	English Maths Reading every night Weekly spellings Weekly x tables	30 minutes

We are sensitive to the fact that there are times when homework is not appropriate because of family circumstances. Therefore, in specific circumstances we do not expect children to complete homework tasks. Homework for Reception to Year 6 will be uploaded into a child's year group classroom on Google Classroom.

WRAPAROUND CARE

Breakfast Club

Breakfast Club is run by St Clement's Staff and starts from 7.30am in the morning until the school opens at 8.40am. The club will be open every day in term time only except for inset days. The club is based within the school and accessed via the main gate buzzer. The Club is open to all children at the school from Reception to Year 6.

After School Club

The after-school club is run by St Clement's Staff and starts at 3.25pm in the afternoon until 6pm. The club will be open every day in term time only, except for INSET days. The club is based within the school and children should be collected via the main school gate.

The After School Club is open to all children at the school from Reception to Year 6.

Booking your child's place for either of the clubs is available through Arbor.

AFTER SCHOOL CLUBS & ACTIVITIES

After School Clubs

A range of after-school clubs and some lunchtime clubs are held throughout the week and are run by external providers. Clubs will be advertised throughout the year and permission from parents is required for each pupil attending. Some clubs are very popular, and numbers must be restricted for health and safety reasons.

Parents are asked to collect children from the school at the time stipulated by the club leader. The school's behaviour policy applies to all after-school clubs and acceptance of any pupil into a club is at the discretion of the school considering their behaviour record.

PUPIL INFORMATION

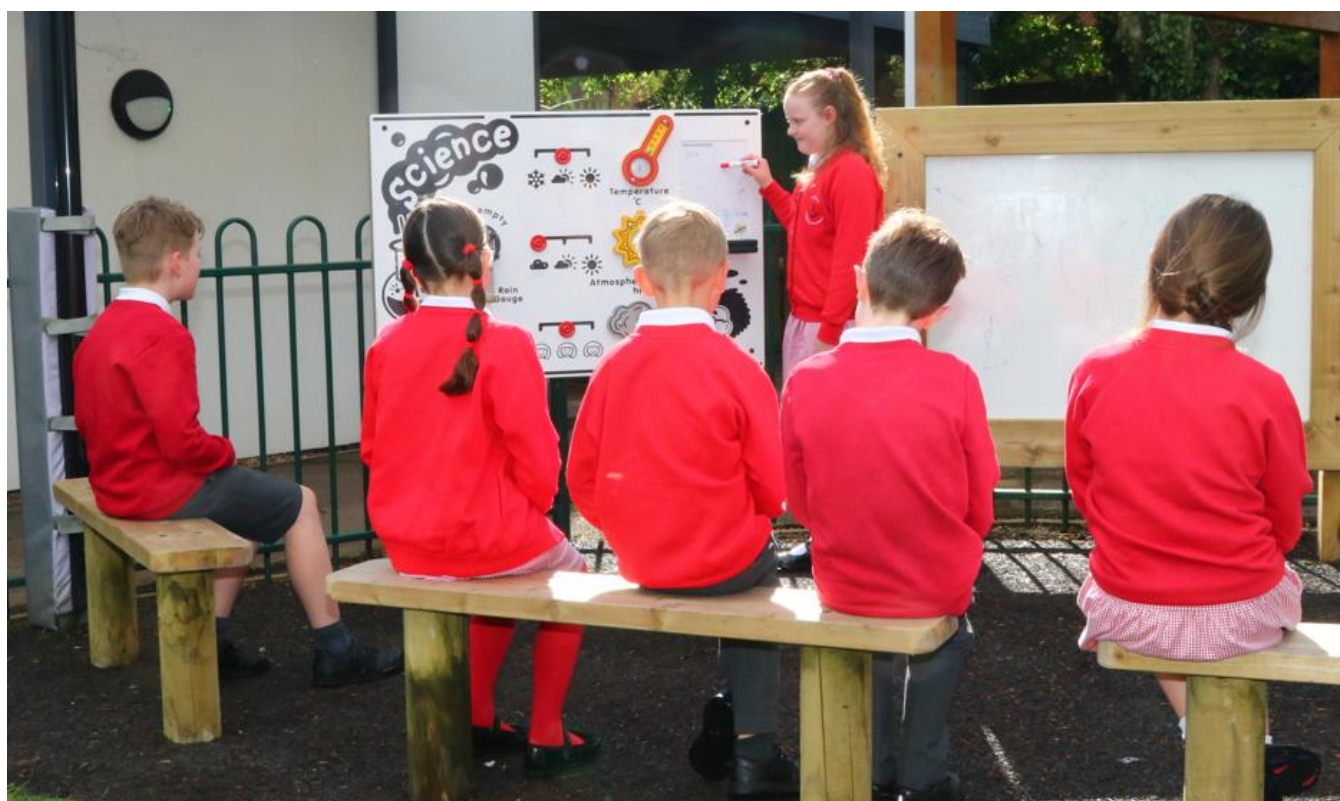
Digital Images, Photographs and Video Footage

There are often occasions during the school year where photographs and/or video recordings of the children are made by staff, other parents/carers and the press. These may be published within the school, the newsletter or on the school website. Please complete the photographic images and video consent form in the pupil registration pack for the use of photographs/recordings of your child by the school.

If you do not wish for digital images, photographs and/or video footage of your child to be taken, please make your wishes known on the consent form in the pack.

Emotional Health and Wellbeing

We will work closely with external agencies to support pupils and their families. At St Clement's we will ensure that vulnerable children and young people have individual support plans and we will put in place planned and structured intervention work addressing the issues identified. We are aware that social and emotional skills are an integral part of the curriculum and of PSHE due to their potential impact on teaching and learning.



SCHOOL AND PARENT PARTNERSHIP

We believe that links between home and the school are vital as it is by working together that our children's education will inevitably be more successful. We value the partnership of parents/carers in the educational process. This partnership is central to our success and school. We hope that you will work with us in providing the best possible education for your child.

We welcome all parents/carers to discuss any issues that you have with a member of staff. We ask parents to try and resolve any issues or concerns they have with their class teacher in the first instance. Should a parent wish to speak to a member of the Senior Leadership Team, an appointment will be made, if they are not readily available.

Parent/Carer Consultations

During the year, there will be opportunities in the Autumn and Spring term to meet with your child's class teacher to discuss your child's progress and to consider how we can all support their continued learning.

However, parents/carers are always welcome to have informal meetings with their child's teacher, at a mutually convenient time, or to arrange a more formal meeting if needed.

Annual Reports

Annual reports on individual children will be sent out at the end of the summer term and will outline the progress that your child has made.

The Friends of St Clement's

The school is fortunate in having a flourishing PTA which organises many events throughout the year. The association is governed by a committee elected at an annual general meeting in the Autumn term. The PTA will always welcome new members to the committee and any offers of help will never be refused. So please get involved!

St Clement's Website

Please visit our website at www.stclements.surrey.sch.uk for up-to-date information and details of upcoming school events.

You can also follow us on X (formerly known as Twitter) where we regularly share news stories and events.

CONCERNS

Safeguarding Children at St Clement's

The school, its staff and governors, are committed to safeguarding the welfare of our pupils and to providing a safe environment with robust systems to ensure the safety and healthy development of all our pupils, within the school and on related school trips and other activities.

There are sometimes occasions when a member of staff deems it necessary to refer an incident to Children's Services. Usually, the parent or carer of the child concerned will be informed of this decision. However, the school is not obliged to inform parents and carers of this decision.

The Designated Safeguarding Lead (DSL) responsible for Child Protection is Mrs. I Chappell. The Deputy Designated Safeguarding Lead (DDSLs) are Mrs. E Simpkin, Mrs. B Roberts and Mrs. L James. A full copy of the Safeguarding Policy can be viewed on the school website.



COMPLAINTS AND COMPLIMENTS

The school aims to work closely with parents and we hope you will be extremely pleased with the education, quality of care and other opportunities your child receives whilst at St Clement's. If this is the case, please feel free to express your feelings of satisfaction, either verbally or in writing to a member of staff. We need to know what is appreciated to continue it!

However, if you are unhappy with any aspect of your child's education, we also need to know. In this case you should **first** speak to your child's teacher. We find that many concerns or potential complaints can be resolved happily through discussion.

If your concern is of a broader nature, or you have already raised it with the teacher and are not satisfied, please discuss it with a Senior Leader or the Head of School.

The Governors of the School have arrangements for considering complaints and if you are still dissatisfied when you have discussed the matter with the Head of School you should ask for a copy of the school's complaints procedure from the school office or write to the Chair of Governors via the school.



INTERVENTIONS



At St Clements we are fortunate enough to have two ELSAs in our school.

An **ELSA** (Emotional Literacy Support Assistant) is a specialist teaching assistant with a wealth of experience of working with children. ELSAs are trained and regularly supervised by the Educational Psychologists in the Local Education Authority. An ELSA is a warm and caring person who wants to help your child feel happy in school and to reach their potential educationally. Their aim is to remove the barriers to learning and to have happy children in school and at home. Children are usually referred to ELSA by their class teacher, however the ELSAs also work closely with Mrs Roberts, our School SENDCo to identify children that would benefit from ELSA intervention. ELSA sessions can be on a 1:1 basis or group sessions. The ELSA will plan their sessions for your child very carefully.

ELSA can help with:

- Loss and bereavement
- Self-esteem
- Social skills
- Emotions
- Friendship issues
- Relationships
- Anger management Behaviour
- Anxiety
- Bullying
- Conflict
- Relaxation techniques



Elklan sessions are delivered by one trained Teaching Assistant who has accessed accredited courses. The sessions are designed to support pupils who may be presenting speech, language or communication difficulties. This intervention takes place over a series of weeks in a small group. Pupils are identified through consultation and teacher assessment.



WellComm

At our school we use the WellComm programme to support children's speech, language and communication development. It helps us identify any areas where a child may need extra help and provides fun, play-based activities to boost their language skills. Using WellComm means we can spot needs early, support children in class, and work closely with parents to build strong foundations for learning and confidence in communication.



Lexia Reading Core5 provides a personalised learning in the six areas of reading instruction: phonological awareness, phonics, structural analysis, automaticity/fluency, vocabulary and comprehension, and delivers data and analysis without interrupting the flow of instruction to administer a test. It's technology-based approach accelerates reading skills development, predicts students' year end performance and provides teachers data-driven action plans to help differentiate instruction. Lexia provides students immediate corrective feedback and instructions online. Students work independently to develop reading skills in a structured, sequential manner with a focus on:

- Foundational skills to develop automaticity and fluency
- Listening and reading comprehension with complex text
- Vocabulary to improve comprehension

Each pupil follows a personalised learning path with adaptive placement and pacing in activities designed specifically for the curriculum. Teachers are provided with data-driven action plans unique to each student that are simple to interpret and drive differentiated instruction.

PERIPATETIC MUSIC PROVISION

If you would like your child to learn a musical instrument during the school day at St Clement's, this can be arranged by parents contacting the external peripatetic music teacher or provider. Lessons are usually about 20 - 30 minutes long and children are taken out of their lesson to take part in their instrument lesson. The details of the current providers that we are use are below:

Teacher	Contact	Instrument offered
Sandie Tompsett	sandietompsett@gmail.com	Piano
Ollie Du Toit – Rock and Pop Foundation	01252 368330 admin@rockandpopfoundation.com	Guitar
Surrey School of Music	https://www.thesurreysoundofmusic.co.uk/	Singing Flute Violin Clarinet Ukulele

Parents need to contact the provider directly to book lessons. If a child is unwell, it is a parent's responsibility to inform the peripatetic music teacher/provider that their child is unwell and is therefore unable to attend their music lesson.

REGISTERED CHILDMINDERS

Contact List of Registered Childminders serving St Clement's School

Name	Email Address	Phone Number	Address
Michelle Barreiro Tuke	michelleclaire@hotmail.com	02083941089 07720287415	52 Green Lanes, West Ewell KT19 9UJ
Chiara Costa	Twinklingstarschildcare@hotmail.co.uk	07799038985	1 Gadesden Road, West Ewell KT19 9LB
Nicola Rigby	nicolarigby@btconnect.co.uk	02083938112 07752317729	11 Pams Way, Ewell Court KT19 0HA

MILK

Under 5's are entitled to free milk until the Friday before their 5th birthday.

Your child will receive a 189ml (1/3rd of a pint) carton of semi-skimmed milk every day. We register all of our new reception pupils with the Cool Milk scheme.

If you would prefer your child not to receive this milk, please let us know as soon as possible and we will remove them from the scheme.

After your child's 5th Birthday, if you wish for your child to continue receiving school milk, you will need to contact Cool Milk directly, register yourself and your child and set up payment.

If you would like to find out more about the scheme, please visit www.coolmilk.com or contact Cool Milk directly on 0800 321 3248.

The logo for Cool Milk, featuring the words "Cool Milk" in a blue, cursive script font.

PARKING AND ACCESS

The safety of all visitors, parents, children, and staff at St Clement's is a priority and we are grateful for your full cooperation. Parents and carers are reminded that they are responsible for their children around the staff car park and they should be closely supervised at all times.

- All Parents and carers are encouraged, where possible, to walk their children to school.
- Pedestrians entering our site via Fennells Mead must use the allocated pedestrian route marked in red footsteps. Pedestrians are to keep to the pathway and not walk across the car park area.
- Parents and carers must not park in the staff car park.
- Access for emergency vehicles must be maintained at all times. Parking across or in front of the red gates on Fennells Mead is not permitted.
- Children are permitted to ride bicycles and scooters to school and use the bike racks for storage during the school day. Pupils must dismount from their bicycles and scooters when entering the school site (red gate on Fennells Mead) and keep to the pathway. They are not to cross the car park.
- All users of our school must respect our neighbours and not park inconsiderately in the locality of our school. Parking on Fennells Mead, or on Old Schools Lane is not permitted.
- Registered disabled badge holders may park on Fennells Mead.
- There is parking in Ewell West train station car park or alternatively parents can park in Bourne Hall.

Please don't:

- Block the road - emergency vehicles and other traffic may need access
- Park on yellow lines, zig-zags or block the school entrance
- Park on the pavement, across dropped kerbs or residents' driveways
- Park opposite or within 10 meters of a junction
- Park where you will cause inconvenience to other road users
- Leave your vehicle with the engine still running
- Stop in the middle of the road to drop your child off, even for a few seconds.

These changes make a real difference to the congestion around schools, making the school run less stressful and far safer for everyone.

DOS AND DON'TS

We keep our rules to a minimum, but they are there for good reason, usually to promote high standards of health and safety. They always apply to all parents.

Please:

- Do not bring dogs onto the school site.
- Always drive carefully and park with consideration for the safety of the children when arriving and leaving school.
- Do not allow your child to cycle or scoot on the school premises.
- Arrange to talk to your child's class teacher whenever you have concerns or need clarification on any school matter.
- Check your child's clothing regularly to ensure that it is still clearly named.
- Always be on time for school.
- Check your Arbor account for letters on a regular basis.
- Look after the school environment.



TERM DATES 2025 - 2026

School holiday dates from September 2025 to July 2026 are as follows: -

Staff Development Day		Tuesday 2nd September 2025
Staff Development Day		Wednesday 3rd September 2025
<u>Children Return</u>		Thursday 4 th September 2025
Staff Development Day		Friday 3rd October 2025
Half Term	Break Up	Friday 24 th October 2025 at 3.25 p.m.
<u>Children Return</u>		Monday 3 rd November 2025
End of Term	Break Up	Friday 19 th December 2025 at 1.30pm
<u>Children Return</u>		Monday 5 th January 2026
Half Term	Break Up	Friday 13 th February 2026 at 3.25 p.m.
<u>Children Return</u>		Monday 23 rd February 2026
Staff Development Day		Friday 13th March 2026
End of Term	Break Up	Friday 27 th March 2026 at 1.30pm
<u>Children Return</u>		Monday 13 th April 2026
May Bank Holiday		Monday 4th May 2026
Half Term	Break Up	Friday 22 nd May 2026 at 3.25 p.m.
<u>Children Return</u>		Monday 1st June 2026
Staff Development Day		Friday 19th June 2026
End of Term	Break Up	Friday 17th July 2026 at 1.30pm

Staff Development Days

Monday 2nd September 2025
 Tuesday 3rd September 2025
 Friday 3rd October 2025
 Friday 13th March 2026
 Friday 19th June 2026

St Francis Xavier Day- School Closed

Monday 1st December 2025

HOW TO CONTACT US

St Clement's Catholic Primary School

Fennells Mead
West Ewell
Surrey
KT17 1TX

Telephone: 020 8393 8789

Email: info@stclements.surrey.sch.uk

Website: www.stclements.surrey.sch.uk

Head of School:	Mrs I Chappell
Assistant Headteacher:	Mrs E Simpkin
SENDCo and Senior Leader:	Mrs B Roberts

Designated Safeguarding Leads:

Mrs I Chappell	(Head of School)
Mrs E Simpkin	(Assistant Headteacher)
Mrs B Roberts	(SENDCo and Senior Leader)
Mrs L James	(Class Teacher)

Chair of Governors: Mr. J Cook

