

Learning, Achieving and Flourishing Together in God's Promises, Goodness and Love.



# HOLY TRINITY

## A BATH AND WELLS ACADEMY

# Guidelines for Parents

## 2019/2020



# Learning, Achieving and Flourishing Together in God's Promises, Goodness and Love.

## Welcome

This leaflet is intended to help parents with information about the school. Please keep it safe so you can refer to it throughout the academic year 2019/2020.

## Building a Positive Environment

We are proud of the high standards and expectations we have for ALL children and staff. Children are taught about respect for themselves and others, using our Rainbow Values. We stress the importance of a quiet purposeful atmosphere throughout the school. Our Behaviour Policy is based on encouraging good manners and appropriate behaviour. We have clear procedures for addressing inappropriate behaviour and all staff follow these. If you suspect that your child is being bullied please contact the school immediately. Our Behaviour and Anti-Bullying Policies are on the school website. Each year every child and parent will sign a home school agreement.

## Uniform

We are very proud of our school uniform, and expect all children to come to school smartly dressed as follows:

**Winter uniform:** (from Autumn half term until Easter break): White collared cotton shirt, school tie, Holy Trinity sweatshirt or cardigan, grey or black school skirt or trousers. Children can wear winter uniform throughout the year.

**Summer uniform:** (from Summer term until Autumn Half term): yellow and white summer dress, grey or black school shorts, sensible white sandals with white socks or black/brown sandals with grey or black socks, Holy Trinity Summer shirt.

**All year uniform:** plain dark or white socks, black or dark school shoes (no trainers). Jewellery should not be worn to school except for a watch and children who have their ears pierced should only wear stud earrings.

**Hair Styles** are not for fashion purposes i.e. this includes hair dye, perms, and hair shorter than a grade 2. Hair accessories should be used to keep hair tidy and not for fashion purposes i.e. no over-sized hairbands, clips, hair-bobbles or excessive braiding. Hair that is shoulder length or longer must be tied back at all times. Hairstyles containing fringes that cover eyes and face are not allowed.

**Our P.E. kit** consists of a yellow collared T-shirt with the school logo and black shorts. Children can store their P.E. kits in either a Holy Trinity P.E. bag or a P.E. bag from home.

**Holy Trinity Book Bags and Holy Trinity Ruck Sacks** can be used by children for carrying equipment to and from school. Children in Reception, Year 1 and Year 2 use Book Bags, and children from Year 3 upwards use the Holy Trinity Ruck Sack. However, it is entirely your choice as to when your child uses a Holy Trinity Ruck Sack. Please note that **no other bags** may be brought to school due to a limit on the space we have available in the cloakroom areas.

**Uniform specific to Holy Trinity can be purchased at the School Uniform Shop in Yeovil (01935 478178) ALL ITEMS SHOULD BE CLEARLY NAMED.**

## Physical Education and Swimming

PE and swimming are part of the National Curriculum and children are expected to take part. Please ensure that children have their PE kit in school at all times. All children have sports lessons every week. They will need daps/trainers for these sessions which may get muddy. When the weather is cold, the children should bring a dark coloured track suit. Children take part in gymnastics and dance in bare feet or daps.

## Break time Snacks

KS1 children have free fruit under the government scheme. We only allow fruit (not fruit bars) or vegetables for a snack. Milk is available for ALL children at Holy Trinity. Milk is free to children who are not yet five years old. Once they reach five, you can choose to pay for milk. This is a scheme run by Cool Milk and you need to contact them directly. Information is available through the school office. We do not have facilities to store other milk in school, so it is important that if you would like your child to have milk, that you use the Cool Milk Scheme.

## Water Breaks

It is very important that children drink plenty of water. There is strong evidence to suggest that it helps with their learning as well as keeping them healthy. Children should bring a named bottle of water in each day. They will be encouraged to drink this throughout the day. Children will be able to refill their bottles throughout the day where appropriate. Children can only have water in these bottles.

## Lunches

Children in Reception, Year 1 and Year 2 are entitled to a FREE hot school meal. Children in Years 3, 4, 5 and 6 can also have a hot meal which must be paid for at a cost of £2.40 per meal. We use an online booking/payment system for ordering meals. You will have a Username and Password unique to your child, and the link to this system can be found on our school website. Please call in at the Office for further details. Alternatively, children may bring a packed lunch to school. We actively encourage a balanced, healthy diet.



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Please ensure that drinks (not fizzy) are in plastic bottles or cartons. Please do not send sweets (including chocolate bars found in the confectionary section of the supermarket) to school, even to give to the class on special occasions.

### Out-of-School Activities

Staff at Holy Trinity kindly offer a variety of clubs and activities which they run on a voluntary basis after school. A timetable is sent home each term and children are encouraged to choose clubs and activities that interest them.

The choice of activities widens as the children progress through the school. If for any reason your child has joined a club but cannot attend on a particular day, please inform the SCHOOL OFFICE. Each club has a register and every child needs to be accounted for to ensure their safety and wellbeing.

### Breakfast Club

A Breakfast Club is available from 7.45am until the start of the school day. Further information can be obtained from the Main School Office as there is often a waiting list. Once you have a place for your child, you will have access to book and pay using your online Payment details.

### Religious Education and Collective Worship

We are a Church school and part of the Bath and Wells Multi-Academy Trust which is associated with the Bath and Wells diocese. Our school's Aims and Values are based upon seven Christian Values. We call these our 'Rainbow Values'. Parents have a right to withdraw their children from Religious Education and Collective Worship. Please inform the Head Teacher if this is your wish. We make every effort to ensure that the children feel comfortable about this.

### Charging Policy

Visits and additional activities can only proceed by parental contribution, and parents will be informed of the cost as activities are arranged. Grants and subsidies are sought where at all possible, so that this cost is kept to a reasonable amount. Charges will be made for board and lodging where a Residential Visit occurs and for extras to enhance the learning opportunities of the children. If there are any concerns about meeting these costs, parents are asked to talk to the Head Teacher. All activities are paid for using our online payment system, accessible through our school website.

### Governors

We have an active and resourceful group of Governors who support and challenge the school to ensure that we maintain our high standards. To make contact with the Governors please use the main school address and mark correspondence for the attention of Jane Harrison, Clerk to the Governors.

### Safeguarding Children

We are committed to ensuring all children are safe during their time with us at school. All staff and adults at school are DBS cleared. Staff at the school work in partnership with agencies such as health authorities, social care and the police. Please refer to our website for further Safeguarding information which takes into account the most up to date legislation from the Government. Claire West (Assistant Head) is our Designated Safeguarding lead and Adam Beauford (Head Teacher) and Jo Veryard (Assistant Head Teacher) are deputy Designated Safeguarding. Adam Beauford is also responsible for the Health and Safety procedures.

### Working in Partnership

We encourage parents to come and talk to class teachers about concerns at any time, although the end of a day is usually more convenient than before school. In September, we tell parents about the year ahead. In October, parents are invited to come and talk about how well the children have settled into their new classes. In January, we send children's books home for parent's to view their child's work and they will receive a report and can discuss the child's progress with the teacher. This is then repeated in April. In July, a Final report is sent out and parents are invited into school to discuss it. Parents are also invited to an INSPIRE session during the year. These sessions are very popular as you will have the opportunity to learn with the children during the morning on a school day.

### Medical Arrangements

If a child is injured or unwell during the school day, staff will respond accordingly. This may involve applying First Aid. Depending upon the nature of the injury or condition, parents may be contacted so that a decision can be taken as to the best course of action for the child. Please ensure we have the most current contact details on our school system. If a child knocks or bumps their head, a PINK SLIP will be sent home informing you about this and on occasions a YELLOW SLIP may be sent home if there is an injury to another part of the body. If your child has any medication in school and this is administered during the school day, then a BLUE SLIP will be sent home detailing this.



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## Absence from School

Please try to avoid absence from school if at all possible. Children cannot learn effectively if their attendance is poor. If your child is unable to attend school because of illness, please telephone the school immediately. If your child needs to take medication during the school day, please ask for further information through the school office. We will do our best to accommodate each individual situation. Please inform the school beforehand if your child has to attend an appointment. We are unable to authorise leave in term time except in exceptional circumstances. Children who arrive or leave school during the day must be signed in or out at the school office by parents/carers.

## Our Community

Holy Trinity Church School is committed to the community that we live in. We have a strong and active link with Holy Trinity Church. Parents and friends of the school are an important part of our community, and our School Association provides a valuable role at raising money and providing events and opportunities for the wider community to come together. Another aspect of our wider community is that we are part of the Bath and Wells Multi-Academy Trust which is a collection of 18 schools spread across Somerset and North Somerset. The BWMAT supports the school enormously and we in turn work across other schools to support them.

## Special Educational Needs and Accessibility

Holy Trinity is committed to equal opportunities. The School's policy of inclusive education applies equally to all adults and children who work here. It ensures that all pupils are fully included in all aspects of school life and have an equal opportunity to experience a rich curriculum regardless of gender, religion, race, background, specific difficulty or physical ability. Our local offer document is available on our school website.

As with all schools, a high level of support is available for children to help them meet their personal learning challenges and these students are supported by personalised programmes. Much of the school's main grounds and facilities are accessible to students who have a physical disability. Miss Claire West is our Special Educational Needs Co-ordinator as well as Assistant Head.

## School Association

The School Association and Governors work together to raise a large amount of money every year to supplement the learning resources of our children. The committee meet regularly to plan the programme and they are always looking for the support of parents.

## Making a Complaint

If you are anxious at any time about your child then please speak to the class teacher. If it is inappropriate to speak to the class teacher or the problem is not resolved, please seek the attention of the Head Teacher. This approach resolves most concerns, however, if you need further guidance please refer to our complaints policy which can be found on our website.

## Documents

We publish a newsletter each half term to keep parents/carers up to date with news and events. Copies of all our policies are available on our school website.

## Attainment and Achievement

Our SATs results are published on our website each year, and a copy of our most recent Ofsted and Church Inspection reports are also available on the website or at the school office. The school was inspected by Ofsted in September 2014 and by the Church (SIAMS) in February 2015. Both Statutory bodies concluded that the school was OUTSTANDING in all areas. Holy Trinity is a National Support School.

## Term Dates 2019/2020 Academic year

**Autumn Term: Tuesday 3<sup>rd</sup> September to Friday 20<sup>th</sup> December 2019** (Half Term Monday 28<sup>th</sup> October - Friday 1<sup>st</sup> November 2019)

**Spring Term: Monday 6<sup>th</sup> January to Friday 3<sup>rd</sup> April 2020** (Half Term Monday 17<sup>th</sup> February - Friday 21<sup>st</sup> February 2020)

**Summer Term: Tuesday 21<sup>st</sup> April to Friday 17<sup>th</sup> July 2020** (Half Term Monday 25<sup>th</sup> May - Friday 29<sup>th</sup> May 2020)

**Inset Days:** (Teachers only for training). Monday 2<sup>nd</sup> September 2019, Friday 25<sup>th</sup> October 2018, Monday 4<sup>th</sup> November 2019, Monday 20<sup>th</sup> April 2019, Monday 20<sup>th</sup> July 2020.

**School Day:** School begins at 8.55am and ends at 3.20pm.



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HOLY TRINITY CHURCH SCHOOL

Lime Tree Avenue, Yeovil BA20 2PW

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e-mail: [office@holytrinity.bwmat.org](mailto:office@holytrinity.bwmat.org)

Website: [www.holytrinity.somerset.sch.uk](http://www.holytrinity.somerset.sch.uk)

Head Teacher: Adam Beauford

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