



St. Anne's and
Guardian Angels

School Handbook

Parents, Carers & Pupils



“Excellence together with Christ at the centre.”



A Message from the Headteacher

It is my pleasure to welcome you to St Anne's and Guardian Angels Primary School, a vibrant and caring community with a proud history. As a Catholic school, we offer a distinct education because we believe it is our mission to place Christ and the teaching of the Catholic Church at the centre of pupils' lives. In doing so we hope to nurture the values, aspirations and morals that will inform pupils' choices and actions, not just in school, but in all aspects of their lives. Our school mission statement is 'Excellence Together with Christ at the Centre' and we truly believe that our work should be the quest for excellence for all.

Our aim is for all children to receive an education that is engaging and relevant to their lives, developing their curiosity, resilience and creativity along the way. Our dedicated staff work hard to prepare children for the next stage of their education and for life in the modern world. In addition to a broad and rich curriculum, we ensure that pupils have opportunities to experience places and events that they may not ordinarily have access to and we make the most of our location in the heart of London's East End.

Our school is a highly inclusive school. We want all pupils and families to feel included and represented here, and we work in the best interests of our pupils so that all children can achieve. We appreciate the important role that parents play in the education of their children and we believe that a strong partnership between home and school is integral to a child's success.

At the heart of all that we do is our belief that every child deserves the very best and we look forward to working with you to achieve this.

Miss Louise Nottage
Headteacher





School Contact Details



Address: St Anne's & Guardian Angels Primary School,
Underwood Road, London, E1 5AW



Telephone: 020 7247 6327



Main office email: office@stannesgaprimary.com (Initial enquiries to the school will be dealt with by our office administrator, Tyrell Hudson)



Website: www.stannesgaprimary.com

Key Members of Staff Include:

Headteacher: Miss Louise Nottage

Deputy Head Teacher: Ms Victoria Laxton

SENCO: Mrs Angela Howick

School Business Manager: Mrs Suhana Tabassum

School Administrator: Mr Tyrell Hudson

Premises Manager: Mr Keith Rashid





Our School Vision

Our school mission statement is: '**Excellence Together with Christ at the Centre**' and we truly believe that our work should be the quest for excellence for all. In light of this, our vision for St Anne's and Guardian Angels Primary School is:

- To build the foundation of pupils' spiritual development and to place Christ, and the teaching of the Catholic Church, at the centre of pupils' lives
- For all pupils to receive a curriculum that is engaging and relevant to their lives, preparing them for the next stage of their education and for life in the modern world, and developing their curiosity and creativity
- That, in addition to a broad and enriching curriculum, pupils are given opportunities to develop their social and cultural capital – that is that all pupils are given opportunities to experience places and events which they may not ordinarily have access to
- For teachers and support staff to be supported and developed to be the very best educators for our pupils: delivering ambitious, high quality teaching and learning which follows a consistent approach within the school; using sound educational research to underpin developments in teaching and learning practice in order to offer the best and most current thinking
- For all pupils and families to feel included and represented within our school and for our school to be an equitable place to study and work
- That relationships between pupils, staff and the wider school community are outstanding and based upon mutual respect
- That the behaviour of pupils in the school is exemplary and pupils are prepared and ready to learn each day: happy to come to school, attending every day with the correct uniform and resources for the day
- For pupils and parents to have the highest aspirations and for us to work together to achieve the very best standards and outcomes for our children, whatever the starting point



Our School Values

Everything we do at St Anne's and Guardian Angels Primary School is underpinned by the values that we hold dear to our school community. We wish for all pupils, families and staff to make a positive contribution to society through the Gospel values. Through upholding these values we believe that we really can achieve excellence together:



Humility: We see life as a gift and celebrate our differences and achievements together



Kindness: We are kind and gentle in our thoughts, actions and words



Courage: We stand up for what is right and true without fear and have the courage to overcome challenges



Justice: We value our responsibility for creating a fairer world



Compassion: We are inclusive, supportive and empathetic



Forgiveness: We follow in the Lord's example of being merciful



Integrity: We are honest and accountable for our actions



Peace: We promote peace and are active peacemakers in our community



Governing Body

The role of the Board of Governors is to help the school provide the best possible education for our pupils. The Governing Body do this by thinking and working strategically to raise standards along with monitoring and evaluating progress towards the school's priorities and targets. They support the Head Teacher and staff as well as challenging their expectations. The Governing Body make sure that the school's finances are well spent and support all children.

Our school Governors are:

Alan Morton - Chair of Governors, Foundation Governor

Carmen Abela – Vice-Chair of Governors, Foundation Governor

Miriam Morath – Chair of Curriculum & Standards Committee, Parent Governor

Jonathan Zephir – Chair of Resources Committee, Local Authority Governor

Father John Elliot – Foundation Governor

Edwina Collins - Foundation Governor

Aneta Stanev – Foundation Governor

Lorraine Smith – Parent Governor

Natalie Kelly – Parent Governor

Claire Phelan – Staff Governor

Louise Nottage - Head Teacher

The current Chair of Governors for academic year 2025/2026 is:

Alan Morton



Religion and Worship

As a Catholic school much importance is given to the spiritual aspect of children's education. Religious education is a core part of our curriculum. The aim of our Religious Education teaching is to explore the religious dimension of questions about life, dignity and purpose within the Catholic tradition.

Our school is part of The Diocese of Westminster which is one of the smallest diocese in England and Wales in geographical area, but the largest in terms of Catholic population and priests. More information on The Diocese of Westminster is available on their website (www.rcdow.org.uk).

We have good links with the Parish Priests at both St Anne's Church and Guardian Angels Church and we use these to support our RE teaching and the liturgical life of the school. Their contact details are:

St Anne's Church

Underwood Road
London
E1 5AW
Telephone: 020 7247 7833
E-mail: braziliancp@rcdow.org.uk

Guardian Angels Church

377 Mile End Road
London
E3 4QS
Telephone: 020 8980 1845
E-mail: mileend@rcdow.org.uk





Worship Assemblies

We use the Catholic Curriculum Directory for the teaching of Religion. This covers four areas of teaching and learning:

- Social justice (The Common Good)
- Celebration (the sacraments and Liturgy)
- The Church (traditions)
- Revelation (The Trinity, creation scriptures and The Holy Spirit)

There are regular worship assemblies, as well as the celebration of Mass and class liturgies. Assemblies are held on:

Monday - 9:05am	Whole school worship assembly
Tuesday	Class worship / Child lead liturgies
Wednesday	Musical worship / Whole school Celebration of The Word
Thursday	Class worship / Child lead liturgies
Friday - 9:05am	Star Award assembly (parents welcome). A time to celebrate Star of The Week. Class assemblies (parents welcome). Dates of these will be confirmed throughout the year and published in the school newsletter and on the school website



Daily Prayers

Prayer and celebration of the sacraments is an important part of the spiritual life of our school. Therefore, throughout the year we celebrate this through events such as: whole school and class Mass, Reconciliation, daily praying of the Rosary, walking the Stations of the Cross and other liturgical celebrations.

We have three daily prayers. They are:

Morning

Oh my God I give to You,
All that I think, say and do.
All my learning and all my play,
I will give to You today.
Amen

Lunchtime

Bless us O Lord as we sit together,
Bless the food we eat today.
Bless the hands that made the food.
Bless us O God,
Amen

End of Day

Oh my God I've come to say,
Thank you for Your love today.
Thank you for my family,
And all the friends You give to me.
Guard me in the dark of night,
And in the morning send Your light.
Amen



Classes

Each of our classes is named after a Saint – a significant Catholic Christian who can act as an inspiration to us all. Children spend time learning about their class Saint at the beginning of the year, they are:

Specialist Provision - St. John the Apostle – Patron saint of love, loyalty and friendship

Nursery - St. Anne – Patron saint of mothers

Reception - St. Anne – Patron saint of mothers

Year 1 - St. Frances – Patron saint of animals and the environment

Year 2 / 3 - St. Cecelia – Patron saint of music and musicians

Year 3 / 4 - St. Vincent de Paul – Patron saint of charity, hospitals and volunteers

Year 5 / 6 - St. Thomas Aquinas – Patron Saint of universities and scholars

Year 5 / 6 - St. Edmund Campion – English martyr and patron saint of British Jesuits





Houses

Upon starting school, each child will be assigned to a 'house'. There will be times throughout the school year when pupils will come together as a house, for example: sports days; assemblies; special curriculum days.

There are four houses which are named after the Gospel writers. Each house has two Gospel Values that they are guardians and promoters of. They are:

Matthew	Our mission is to promote humility and courage throughout our school. Our colour is red, the colour of Pentecost. This reminds us that with the power of the Holy Spirit we can achieve great things.
Mark	Our mission is to promote kindness and justice throughout our school. Our colour is blue, the colour of Our Lady. This reminds us that we always have the love and support of our Mother Mary.
Luke	Our mission is to promote integrity and forgiveness throughout our school. Our colour is green, the colour of ordinary time. This reminds us that Jesus is always with us in all that we think, say and do.
John	Our mission is to promote compassion and peace throughout our school. Our colour is gold, the colour of Easter. This reminds us that our life is a gift; God sacrificed His only son so that we could have eternal life.



Staff

Senior Leadership Team

Louise Nottage: Headteacher / Designated Safeguarding Lead

Victoria Laxton: Deputy Headteacher / Deputy Designated Safeguarding Lead

Angela Howick: English Lead / SENCO / Deputy Designated Safeguarding Lead

Teaching Staff

Tiz Renton Nursery and Reception Teacher / RE Lead

Eleanor Turner Y1 Teacher/ Science Lead

Claire Phelan Y2/Y3 Teacher / Phonics, Early Reading and Spelling Lead

Tomi Oriowo Y3/Y4 Teacher

Pamela Harrison Y5/Y6 Teacher / Curriculum Lead

Darnell Joseph Y5/Y6 Teacher / Maths Lead

Gabrielle Ettridge Specialist Provision Class Teacher





Staff

Support Staff

Ann Downes: Teaching Assistant

Dianne Petrou: Nursery Nurse

Fatima Khanoun: Teaching Assistant

Helen Mailia: Teaching Assistant

Lee Trinnamen: Teaching Assistant

Lorraine Priestaff: Teaching Assistant

Marie Hutton: Learning Mentor

Nasreen Rana: Teaching Assistant

Paul Lewis: Teaching Assistant

Rabia Khatun: Teaching Assistant

Sam Wildego: Teaching Assistant

Sharon Dunkley: Teaching Assistant

Sue Tovey: Teaching Assistant

Tessa Camillaire: Teaching Assistant

Theresa Martinez: Teaching Assistant / Deputy Designated Safeguarding Lead

Tracey Jackson: Teaching Assistant

Wendy Ramanoop: Teaching Assistant

Office / Premises Staff

Keith Rashid: Premises Manager

Suhana Tabassum: School Business Manager

Tyrell Hudson: Office Administrator





Uniform

With the exception of the school tie which can be purchased from the school office, all other uniform can be bought at high street stores.

All uniform including PE kits must be clearly labelled with your child's full name and class.

All PE kits are to be kept in a suitable PE bag which must remain in school until the end of each week when it will be sent home for washing. For children participating in swimming lessons, swimming kits, swimming caps and towels must be brought in to school each week. Class teachers will advise when lessons will take place at the start of each term.

Boys Winter Uniform	Girls Winter Uniform
<ul style="list-style-type: none">• White collared shirt (long sleeve) with school tie.• Grey trousers• Navy V-neck pull over jumper• Dark coloured socks• Black shoes/ black trainers• Sustainable raincoat.• Winter hat, scarf and gloves (children will not be allowed to play outside without a hat in cold weather)	<ul style="list-style-type: none">• White collared shirt (long sleeve) with school tie.• Grey skirt / trousers / pinafore• Navy V-neck pull over jumper or cardigan• Navy tights• Black shoes/ black trainers• Sustainable raincoat• Navy hair ties• Winter hat, scarf and gloves (children will not be allowed to play outside without a hat in cold weather)



Uniform

Boys Summer Uniform	Girls Summer Uniform
<ul style="list-style-type: none"> • White collared shirt (short sleeve) with school tie. <p>Or</p> <ul style="list-style-type: none"> • White polo top (short sleeve) without school tie • Grey shorts or trousers • Navy V-neck pull over jumper • Dark coloured/ White socks • Black shoes/ black trainers • Lightweight jacket • Sun hat (children will not be allowed to play in the outside area without a hat in hot weather) • Sun cream (minimum SPF 30), clearly labelled with child's name 	<ul style="list-style-type: none"> • White collared shirt (short sleeve) with school tie. • Grey skirt / trousers / pinafore <p>Or</p> <ul style="list-style-type: none"> • Navy and white / blue and white checked summer dress • Navy V-neck pull over jumper or cardigan • White socks • Black shoes/ black trainers • Lightweight jacket • Navy hair ties • Sun hat (children will not be allowed to play in the outside area without a hat in hot weather) • Sun cream (minimum SPF 30), clearly labelled with child's name

Boys and Girls PE kit (all seasons)	Jewellery (all seasons)
<ul style="list-style-type: none"> • White plain t-shirt • Navy shorts • Socks • Trainers / plimsolls to change into • Dark coloured tracksuit for winter months • All hair tied back • Earrings removed 	<ul style="list-style-type: none"> • A wrist watch (analogue or digital - no smart watches or watches with internet access) • one pair of small stud earrings • No hoops / dangling earrings • No necklaces • No bracelets • No rings <p><i>Please note that earrings and watches must be removed for PE lessons. The school will not accept responsibility for loss or damage of watches and earrings, all items are worn at your own risk. If your child must wear an item of jewellery for religious reasons (for example, a Kara or Kada) please speak to the Headteacher.</i></p>



Early Years Uniform

Boys Summer Early Years Uniform	Girls Summer Early Years Uniform
<ul style="list-style-type: none"> • White polo shirt • Grey shorts • Navy blue sweatshirt • White socks • Black / white velcro trainers • Lightweight jacket • Sun hat (children will not be allowed to play in the outside area without a hat in hot weather) • Sun cream (minimum SPF 30), clearly labelled with child's name 	<ul style="list-style-type: none"> • White polo shirt • Navy shorts • Navy and white / blue and white checked summer dress • Navy sweatshirt or cardigan • White socks • Black / white velcro trainers • Lightweight jacket • Navy hair ties • Sun hat (children will not be allowed to play in the outside area without a hat in hot weather) • Sun cream (minimum SPF 30), clearly labelled with child's name

Boys Winter Early Years Uniform	Girls Winter Early Years Uniform
<ul style="list-style-type: none"> • White polo shirt • Plain navy tracksuit (no labels, motifs or branding) • Dark coloured socks • Black / white velcro trainers • Suitable raincoat • Winter hat, scarf and gloves (children will not be allowed to play in the outside area without a hat in cold weather) • <i>Optional:</i> Wellies & waterproof clothing will not be provided by the school so we advise parents to supply this for outside learning 	<ul style="list-style-type: none"> • White polo shirt • Plain navy tracksuit (no labels, motifs or branding) • Dark coloured socks • Black / white velcro trainers • Suitable raincoat • Navy hair ties • Winter hat, scarf and gloves (children will not be allowed to play in the outside area without a hat in cold weather) • <i>Optional:</i> Wellies & waterproof clothing will not be provided by the school so we advise parents to supply this for outside learning

We ask that parents provide a full change of school uniform (including underwear and socks) in a labelled bag for all Nursery and Reception children. This will stay in school to be used if needed.



Incorrect & Lost Uniform

Incorrect Uniform

As a school, we believe that school uniform plays a key role in promoting pride, self-confidence, and a feeling of belonging within the school community. These factors contribute to students' wellbeing, removing the additional pressures of deciding what to wear and added stress of meeting the expectations of their peers. We believe that wearing a uniform is a badge of pride, creates an identity for a school and is an important part of being a school student. Therefore if pupils are not following the school's uniform policy intentionally (i.e. not bringing their tie to school, wearing their trainers instead of their school shoes, choosing to wear the wrong coloured hair ties/headbands, additional jewellery etc.) they may have to miss a proportion of their playtime as a consequence.

If your child is not wearing the correct uniform for other reasons (for example, waiting to be able to replace outgrown/broken shoes, a broken washing machine etc.) please speak to the class teacher to let us know. Children will not miss playtime in these circumstances.

Lost Uniform

As a school, we believe that school uniform plays a key role in promoting pride, self-confidence, and a feeling of belonging within the school community. These factors contribute to students' wellbeing, removing the additional pressures of deciding what to wear and added stress of meeting the expectations of their peers. We believe that wearing a uniform is a badge of pride, creates an identity for a school and is an important part of being a school student. Therefore if pupils are not following the school's uniform policy intentionally (i.e. not bringing their tie to school, wearing their trainers instead of their school shoes, choosing to wear the wrong coloured hair ties/headbands, additional jewellery etc.) they may have to miss a proportion of their playtime as a consequence.

If your child is not wearing the correct uniform for other reasons (for example, waiting to be able to replace outgrown/broken shoes, a broken washing machine etc.) please speak to the class teacher to let us know. Children will not miss playtime in these circumstances.



Daily Routine

8:00am – 8:45am	<u>Breakfast Club</u> Pupils to enter through the main front entrance. Charges apply.
8:45am – 9:00am	<u>Nursery & Reception Pupils</u> Children enter school via EYFS gate on Hunton Street. <u>Year 1 – 6</u> Children to enter school via Junior Playground gates on Buxton Street.
9:00am	School day starts (registration)
9:05am	Morning lessons start
10:15am – 10:45am	<u>10:15am – 10:30am</u> Year 1 and Year 2/3 playtime on Infant Playground <u>10:30am – 10:45am</u> Year 3/4 and Year 5/6 playtime on Junior Playground
10:30am / 10:45am	Morning lessons continue
11:30am	Nursery lunchtime starts (lunch served in the classroom – 1hr)
11:45am	St Anthony's Class and Early Years lunchtime starts (1hr)
12:00pm	Phase 1 and Phase 2 lunchtime starts (1hr)
1:00pm	Phase 1 and Phase 2 afternoon lessons start (registration)
3:20pm	Early Years end of school day. Children must be collected from the Early Years Gate
3:30pm	Year 1-6 end of school day. All children will be brought to the Junior Playground for collection. Gates will remain open until 3:40pm for those parents with children in EYFS.
3:30pm	After school club opens
6:00pm	After school club closes. School building closes, all children must be collected.

If your child has to walk home from school by themselves, you must provide permission in writing to the class teacher / school office.

If you are unable to collect your child and somebody else will be collecting them, please inform the office in writing, e-mail or phone call. If we do not receive notification and the adult is unknown to the school, we will not allow the child to be collected until we have been able to contact you to confirm pick up arrangements. This is to ensure the safety of your child.



Extended School Day

Breakfast club

We want every child at St Anne's & Guardian Angels school to have a healthy and happy start to their school day so that they can make the most of their learning.

Breakfast is free and children can arrive any time between 8:00am and 8.45am and choose from a variety of cereals, porridge, bagels, juice and milk. Bagels are also available for all children free of charge in the playground before school and during registration.

There is a £3 childminding charge for children attending Breakfast Club which is payable via Parent Pay. St Anne's & Guardian Angels School is supported by Magic Breakfast www.magicbreakfast.com

After School Activity Clubs

St Anne's & Guardian Angels School offers children the opportunity to take part in varied after school activities which are run by both teachers and outside agencies with specialist knowledge. These clubs are charged at a subsidised cost and run between 3.30-4.30pm.

You can sign up for clubs at the school office. Please note that places are offered on a first come first served basis.

The clubs offered each term can vary but will usually include arts, music and sports related activities.

After School Child Care

This operates between 3:30pm – 6:00pm each day and is charged as follows:

3:30pm – 5:00pm: £6 per child

3:30pm – 6:00pm: £7.50 per child

4:30pm – 5:00pm (admission after a school enrichment club): £2:00

4:30pm – 6:00pm (admission after a school enrichment club): £4.50

For families with multiple children, the first child will be charged at the full price and each subsequent sibling will receive a 15% discount.

Parents are asked to formally register their child for After School Childcare Provision at the school office and pay via the Parent Pay app. Further information and full terms and conditions are available on the school website and via the school office. Please note that any child staying for after school child care will have to be collected from school, they will not be allowed to walk home by themselves.



Lunches

School dinners are freshly prepared each day in the school kitchen by our own school cooks. A menu is displayed in the dining area and in classrooms. It will be sent home each term with your child and will be published on the school website.

If your child chooses to bring a packed lunch to school, please ensure that it is healthy and contains fruit and no crisps, biscuits, sweets or fizzy drinks. The packed lunch policy is available on the school website.

Please note: St Anne's & Guardian Angels school is a **nut-free zone** and any products containing or flavoured with nuts or chocolate will not be allowed in school, on school trips or in after school clubs. This is so that we can ensure the safety and well-being of all pupils. If we believe an unopened product does not adhere to this, it will be removed from the child and parents will be asked to collect it from the school office at their earliest convenience. If the product is open, we reserve the right to dispose of this product.

If your child has an allergy or a dietary requirement, please inform the school in writing via the school office.





Lateness and Absence

Good attendance and punctuality has a significant positive impact on not only a child's academic progress and attainment but their social development. Whilst we understand that some absence due to sickness is unavoidable, we strive for all children to achieve at least 96% attendance for the academic year (which equates to no more than six days' absence per academic year). If a child's absence falls below this and becomes a concern the school will contact you to see how best we can support you to improve your child's attendance. In extreme cases fixed penalties may be issued.

If your child is absent due to sickness we ask that you call the school office by 9:30am to report this for each day of your child's absence.

We encourage you to make medical appointments outside of school hours wherever possible. For all medical appointments to be authorised, an appointment card/confirmation must be shown to the school office. Please note that whilst we will approve medical appointments where proof of appointment is supplied, they will detract from a 100% attendance figure.

If your child is late we ask you to sign in the time of their arrival at school and the reason for lateness at the school office. If a child's lateness becomes a concern the school will contact you to see how best we can support you to improve your child's punctuality.

We actively encourage good attendance and punctuality and each week, during the Friday Star Award Assembly, attendance figures for each house will be shared.

Children who achieve 100% attendance each term ('not a moment of school missed') will be presented with a certificate in our end of term celebration assembly.

If your child becomes ill during the school day we will contact you and ask you to collect them from school. Please ensure that your contact details are always kept up to date, with at least two contact numbers.



Curriculum

‘Excellence together, with Christ at the centre.’

St. Anne's and Guardian Angels Primary School is a Catholic school committed to living out the values of Jesus Christ.

These values shape our words, actions, and every aspect of school life. Catholic doctrine and practice are central to our broad and balanced curriculum, recognising that each child is unique and made in the image of God (Gen 1:27).

Our curriculum nurtures every pupil's potential, helping them discern their vocation and preparing them to serve the world as active, responsible citizens. Catholic Religious Education is the foundation of our learning, as described by Pope Saint John Paul II: the "core of the core curriculum." We also offer a wide range of extra-curricular activities and strong pastoral support. We embrace democratic values, respect the rule of law, uphold individual liberty, and foster a respectful, inclusive community.

Curriculum Aim

1. Fulfil the requirements of The Early Years Foundation Stage, The National Curriculum (2014) and RECD (RE Curriculum Directory)
2. Provide pupils with the essential knowledge and skills that they need to become educated citizens and provide opportunities to develop their creativity and critical thinking skills
3. Promote a positive attitude to learning: inspire and enthuse children and develop strong foundations for lifelong learning
4. Enable children to achieve to the very best of their ability (including both attainment and progress)
5. Teach children about the world in which they live: how their environment and society has changed over time and Britain's cultural heritage
6. Enable children to be positive citizens in society: help them to distinguish right from wrong, respect the law and the basis on which it is made and to encourage pupils to become involved in decision making and promote pupil voice



7. Encourage pupils' self-esteem and self-confidence, enabling children to have respect for themselves and each other and realise their uniqueness and self-worth
8. Uphold British values of democracy, the rule of law, individual liberty and mutual respect, and respect and acceptance of those with different faiths and beliefs
9. Promote respect for individual differences (including differences of faith, ethnicity, disability, gender and difference of family situations) so that they are able to live and work cooperatively with others and grow up committed to equal opportunities for all
10. Enable children to develop their computing skills in an increasingly digital age. To ensure that they are responsible users of ICT by teaching children how to stay safe online, how to protect themselves from harm and how to take responsibility for their own and other's online safety
11. Empower pupils to make well informed choices and decisions to lead a healthy and happy life, including decisions about: diet, fitness, personal health, relationships, personal safety and finance

Curriculum Organisation

Teachers are responsible for the planning and assessment of each area of the curriculum and plan their timetable to include the following subjects:

- **RE**
- **English** (including reading, writing, speaking and listening, grammar, spelling and phonics)
- **Maths**
- **Science**
- **Geography**
- **History**
- **Art**
- **DT** (Design Technology)
- **ICT & Computing**
- **French** (Years 3 – 6 only)
- **RSE** (Relationship and Sex Education) / Circle Time
- **PE** (some specialist provision)
- **Music** (some specialist provision)

More information about what your child will be learning each term will be sent home in our termly curriculum letters and is published on the school website.



Early Years Foundation Stage

The early-years education we offer our children is based on the following principles:

1. It builds on what our children already know and can do
2. It ensures that no child is excluded or disadvantaged
3. It offers a structure for learning that has a range of starting points, content that matches the needs of young children, and activities that provide opportunities for learning both indoors and outdoors
4. It provides a rich and stimulating environment
5. It acknowledges the importance of a full working partnership with parents and carers.

We ensure that our environment and delivery of the curriculum incorporates the three characteristics of effective teaching and learning:

- **Playing and exploring** - children will have opportunities to investigate and experience things, and 'have a go'. Through play, our children explore and develop learning experiences, which help them make sense of the world. They practise and build up ideas, learn how to control themselves and understand the need for rules. They have the opportunity to think creatively alongside other children as well as on their own. They communicate with others as they investigate and solve problems
- **Active learning** - children will have time and space to concentrate, to keep on trying if they encounter difficulties and to enjoy their achievements. Active learning occurs when children are motivated and interested. Children need some independence and control over their learning. As children develop their confidence, they learn to make decisions, providing children with a sense of satisfaction as they take ownership of their learning.
- **Creating and thinking critically** - we encourage and support children to have and develop their own ideas, make links between ideas, and develop strategies for doing things



School Trips

Pupil wellbeing and safeguarding is at the forefront of all that we do and any school trips will be risk assessed and organised with this in mind.

Each class will have at least one educational school trip each half term. This will be linked to an area of their learning. At the beginning of the year you will be sent a consent form to complete and return to school to give permission for your child to attend these trips. Children will usually travel by public transport to trips and will be asked to bring a healthy packed lunch with them. If you require school to provide a packed lunch, please inform the office ahead of the trip. Full school uniform must be worn on trips unless otherwise stated.

Some trips incur a fee to the school. When this happens we do ask parents to make a contribution to the cost of the trip. This should be paid to the school office (bank details for bank transfer are available on request).

If you are able to help accompany your child's class on a trip please do let us know as we often need parent helpers to assist on outings. If accompanying a class, please note that you may be directed to work with a group that doesn't include your own child. You will be required to sign a Parent Volunteer Agreement which will be given to you at the school office.





Behaviour

St Anne's and Guardian Angels school is committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. Our behaviour policy guides staff to teach self-discipline and choice. It echoes our Gospel values with a heavy emphasis on respectful behaviour, a partnership approach to managing challenging behaviour and tailored interventions that support staff and children.

Children's behaviour in St Anne's and Guardian Angels Primary School is excellent. All staff follow the school's behaviour policy and children from Nursery to Year 6 understand and follow the same behaviour code. This results in a very calm, safe and purposeful learning environment for all pupils based on three overriding principles:

There are three School rules:

1. To be ready
2. To be respectful
3. To be safe

We encourage children to behave well through praise. The school behaviour policy can be found on the school website:

<https://www.stannesgaprimary.com/policies/>

Special Educational Needs & Inclusion

We follow the Special Educational Needs Code of Practice and have our own Special Educational Needs policy which is available on the school website. We believe that parental support is essential to the success of all our pupils with additional needs. We have an experienced Special Educational Needs Coordinator who works with teachers, families and outside agencies to support our learners with additional needs.

Our SENCO will work with you and teachers to organise annual review meetings and set targets for Individual Educational Plans.



Medical Needs & First Aid

If your child has a medical need or there is a change in the status of your child's medical need you must inform the school as soon as possible. All staff within the school have completed basic First Aid training and we have a large number of staff who are certified First Aiders (including Paediatric First Aid certified). If your child receives First Aid whilst at school, they will be given a medical slip to inform you of this. This will be placed in the child's bag so please check their bags regularly.

If a child receives a bump to the head whilst at school we will administer first aid, complete a medical slip and call you to inform you of the incident. Children will be monitored throughout the day and if there is a change in their wellbeing we may ask you to come and collect your child so that you can monitor them more closely from home. A copy of the school's medical policy is available on the school website.

Medication in School

At the beginning of each academic year, any medical conditions are shared with staff and a list of these children and their conditions is kept in the Teacher's files/Inclusion folder/First Aid Medicine Record files and on the School Management System. Children with medical conditions have to have a care plan provided by the school nurse, signed by parents/guardians. These need to be checked and reviewed annually. Medications kept in the school for children with medical needs are stored in the medical room. Each child's medication is in a clearly labelled container with their care plan. For further information on pupils with medical conditions in school please see the 'Supporting Children with Medical Conditions' policy. All medicines in school are administered following the agreement of a care plan.

We encourage parents to administer medicine at home. However, medication may be administered in school if it is required to be taken four times a day and only medication clearly labelled with the child's name, address and required dosage can be administered in school.

Medications such as the short term use of antibiotics or painkillers can be administered only if the parent/carer fills out the 'Parental consent for administering medicine' form on the day the request is made. The form can be obtained from the school office. There are also hard copies in the medical room. Parents need to give the completed form to the school office together with the medication. A completed copy of the 'Parental consent form for administering medicine' form must be kept in the Administering Medicine folder. Medications that need to be kept in the fridge are stored in the medical room. Children must always be aware of where their medicine is kept. If a child refuses to take a medicine, staff will not force them to do so. Instead they will note this in the records and inform parents/carers or follow agreed procedures on the Care Plan.



Asthma Pumps & Epi Pens

All staff have received training on how to spot asthma attacks and allergic reactions, with a number of staff having completed enhanced asthma and allergy training.

All children who have an allergy or asthma diagnosis should have a care plan, a copy of which is kept in their classroom. If you think your child's care plan needs updating or you have noticed a change in your child's needs, please contact your GP to make an appointment and inform the school.

Epi Pens and asthma pumps with adequate spacers must be provided by parents and should be kept in the classroom, clearly labelled with the child's name. First Aiders will check that these are in date and correct working order each half term. If we ask you to provide a new asthma pump or epi pen please do so as a matter of urgency.

We have emergency inhalers and Epi Pens on site. This is a precautionary measure and we will use the school's emergency equipment only in the **unlikely event** their regular inhaler or Epi Pen fails to work or is missing. **You still need to provide your child with their own inhaler as prescribed.** Unless we are informed otherwise we will assume permission is given to use these in the rare case an emergency should arise.

Personal Care & Hygiene

Personal care and hygiene is important for the good health and wellbeing of our whole school community. Most classrooms have a sink inside and those that do not have one within very close proximity. We encourage good hand hygiene and ensure children wash their hands upon entry to class, before and after play and lunchtimes, after sneezing/coughing etc.

The school is fitted with hand sanitisers in classrooms and corridors to help support good hand hygiene where hand washing is not possible.

Personal care and hygiene is taught throughout the curriculum and specifically within Science and RSE/Circle Time lessons. We ask parents to support their children, regardless of age, to develop good personal hygiene habits at home (teeth brushing, washing, wearing of deodorant as needed etc.)

Girls' toilets are fitted with sanitary disposal bins. We ask parents to supply sanitary products as needed, however sanitary towels are kept in school for any pupils that may need them.



How can you help your child at home?

Home Learning at St. Anne's and Guardian Angels school is given to pupils in order to enable them the opportunity to reinforce prior learning and/or to consolidate skills. It can also broaden the context of learning for children and provide enrichment and extension. Home Learning provides a wonderful opportunity for parents to be involved with their child's learning. It is one of the factors that supports the partnership between home and school.

A range of activities, which support the children's current area of study, will be set weekly by the class teacher. Home Learning Books are not marked but verbal feedback is given as appropriate.

Reading

It is expected that children will read each day at home with an adult wherever possible. The pages read should be recorded and initialled/signed by parents/carers in the reading diary. Older pupils are not expected to record a comment or summary of what they have read but will be expected to record the definition of any unknown words that they have encountered in the passage.

Spelling

It is expected that children will read each day at home with an adult wherever possible. The pages read should be recorded and initialled/signed by parents/carers in the reading diary. Older pupils are not expected to record a comment or summary of what they have read but will be expected to record the definition of any unknown words that they have encountered in the passage.



Maths

Reinforcement activities which cover key mathematical concepts will be given each week. Children may also be directed to a specific set of times tables to focus on for the week. Children should aim to be able to recall these rapidly, out of sequence and to know the corresponding division facts.

Other Activities

Research or enrichment activities that require a longer period of time to complete may also be set. This could be a research activity for a period of history or a country for Humanities. In Religious Education it may be a reflection piece or prayer. These may span more than a week, or be an ongoing project which may last the entire half term.

Home - School Agreement

A positive relationship between school, parents and pupils is key to ensuring that our pupils can achieve both academically and in terms of their social development and wellbeing. Therefore, we ask all staff, parents and pupils to uphold our Home School Agreement as follows:

As a school we will:

1. Demonstrate our faith in the teachings of Jesus Christ within a safe and welcoming environment.
2. Ensure that all children are valued and helped to make the best progress in their spiritual, moral, emotional, cultural and academic development.
3. Deliver a balanced and carefully planned curriculum which meets the needs of all children.
4. Ensure provision of homework tasks that reflect your child's learning needs.
5. Provide regular opportunities to discuss your child's progress throughout the year.
6. Provide an annual report on your child's progress and attainment.
7. Keep you informed about school policies and guidelines regarding your child's health, safety and welfare needs.
8. Treat all adults and children with respect.



As parents/carers we will:

1. Support the Catholic values of the school community.
2. Ensure that my child attends school regularly, does not take holidays during term time, is punctual and notifies the school on the first day of any absence.
3. Ensure that my child is ready to learn and is dressed in the correct school uniform.
4. Support the school's guidelines for behaviour for learning, health, safety and welfare*.
5. Support my child in all home learning activities.
6. Attend parent meetings and discussions about my child's progress and well being.
7. Encourage my child to be enthusiastic about learning, to enjoy school and to achieve to the best of their ability.
8. Treat all adults and children with respect.

As a child I will:

1. Follow Jesus' example and help others.
2. Follow the school rules, Ready, Respectful, Safe.
3. Try my best in work and play.
4. Be honest about my words and actions.





Parental Involvement

We encourage parents and carers to take an active role in their child's education and we often hold events which parents are invited to. These include workshops, curriculum sharing days, school performances, masses and assemblies. Details of these are communicated via the school newsletter throughout the year.

Parent/Teacher Meetings: Parent/Teacher meetings are held early in the Autumn and Spring terms and are an opportunity for you to discuss your child's progress throughout the academic year. You will be invited to make an appointment for your meeting at the school office. If you are unable to attend then class teachers will liaise with you to schedule an appointment which is mutually suitable. We encourage children to attend the meetings wherever possible.

Learning Passports: These are updated and sent home each term. They include details on your child's academic achievement and attitude to learning for the term along with targets for them to carry forward for the next term. Attendance and punctuality for the term is also recorded here.

School Reports: End of year academic reports are written and sent home in the Summer term. We encourage the children to reflect on their year and their comments are included in the end of year report.

Staying in Touch

Contact details: It is vital that we have an address, valid telephone number, e-mail address and two emergency contact numbers for each child. If your contact details change at any time you must inform the office.

Newsletters: The school newsletter is sent home regularly and contains updates about the school and key dates for your diary. It is also published on the school website and school app.



Parent Pay: St Anne's and Guardian Angels Primary School is a cashless school. All parents are required to register for Parent Pay at the beginning of the year / upon joining the school. Please see office staff to register.

School App: Parents/carers must download the school app as messages are shared via the app rather than by text or e-mail. Please ask at the school office for details.

Website: All key documents and policies are published on the school website and this is updated regularly. The school website address is: www.stannesgaprimary.com

Photo Permission: We will often publish photographs of what is happening in the school on the school website and social media account (Instagram). These will often include photographs of the pupils. At no time will a child's full name be published alongside their image. You will be asked to complete a photo permission form at the start of the year which must be returned to the school office.

Complaints

At St Anne's and Guardian Angels, parental concerns are of particular importance. As the first educators of their children, parents have a duty to take an active interest in their school. Nearly all concerns or questions can be resolved very quickly and informally if parents feel able to voice them as soon as they arise. If you have an issue that you would like to raise, we ask that you contact your child's class teacher in the first instance. If this doesn't resolve the matter, you should then request to speak to a member of the senior leadership team.

Occasionally, however, a concern will be too serious to be handled in this way, perhaps needing greater investigation; or the person concerned may not feel that the answers given so far have been acceptable or adequate. In such circumstances, the concern will become a complaint and the formal procedure should be followed. A copy of the school's Complaints Procedure Policy is available on the school website.



Safeguarding and Child Protection

The school's full Safeguarding and Child Protection Policy is published on the school website.

The safety and wellbeing of all of our pupils and staff is of paramount importance to us. We require all adults, employees and voluntary workers to complete DBS checks prior to their employment in the school. All adults in the school receive regular training in Child Protection issues and they all share responsibility in keeping the children safe. All visitors in the school report to the school office where they will be signed in and given a visitor's badge.

The school has four registered Safeguarding Leads: Louise Nottage (Lead), Victoria Laxton (Deputy), Angela Howick (Deputy) and Theresa Martinez (Deputy).

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Further Information

All policies and curriculum documents are available to download and view on the school website. Printed copies can be made available upon request.

Useful Links

Diocese of Westminster: <https://rcdow.org.uk/>

St Anne's Church: <https://parish.rcdow.org.uk/underwoodroad/>

Guardian Angels Church: <https://parish.rcdow.org.uk/mileend/>

Tower Hamlets Pupil Services:

https://www.towerhamlets.gov.uk/ignl/education_and_learning/schools/schools.aspx

