



# ST MONICA'S CATHOLIC PRIMARY SCHOOL

*Strive to succeed in the presence of God*



**Welcome booklet for new Reception children**

*Together as a Catholic community  
Everyone – children, parents, staff and Parish  
Achieves in their own unique way and strives to be  
More like Jesus*



# TERM DATES

2015

## **START OF AUTUMN TERM**

Monday 7th September 2015

## **END OF TERM**

Friday 18th December 2015

## **INSET DAYS**

Thursday 3rd September 2015

Friday 4th September 2015

## **HALF TERM**

26th - 30th October 2015

2016

## **START OF SPRING TERM**

Tuesday 5th January 2016

## **END OF TERM**

Friday 24th March 2016

## **INSET DAY**

Monday 4th January 2016

## **HALF TERM**

15th - 19th February 2016

## **START OF SUMMER TERM**

Monday 11th April 2016

## **END OF TERM**

Friday 22nd July 2016

## **MAY DAY**

2nd May 2016

## **HALF TERM**

30th May - 3rd June 2016

Two additional INSET DAYS to be arranged  
School closes at 1.00pm for Christmas & Summer holidays and  
3.15pm for all other holidays.



# DATES FOR YOUR DIARY

A weekly newsletter is emailed out every Friday and will also be put on the school website. Diary Dates are also sent out each term. Here are some important dates for you to put in your diaries now!

**Monday 7th - Friday 18th September** - home visits will take place –  
*date and time to be given individually*

**Thursday 17th September** - meeting for reception parents (try to keep children at home). Sample school dinners from 6.30pm.  
*Meeting starts at 7pm and should be finished by 8.30pm*

**Monday 21st September** – children start half days – just 15 children in each session.

**Monday 28th September - 9.00am - 12pm, all** children start school for morning sessions

**Monday 5th October** – children start full-time 9am -3.15pm

**Tuesday 8th December - 9.30am** – Reception Christmas concert

**Friday 4th March - 2pm** – Reception Mother's Day celebration and Blessing for all mums

**Friday 17th June - 1.45-3.15pm** – Reception Dads invited in for afternoon of fun!

**Monday 18th July - 9.30am** – Reception Class Graduation ceremony



# WELCOME TO OUR SCHOOL



**Welcome to St Monica's School! I hope that you and your child are looking forward to joining our special school community.**

This booklet has been written to provide you with as much information as possible to ensure a smooth transition for your child into reception class.

St Monica's is first and foremost a Catholic School where children are encouraged to develop their faith in God as well as respect and tolerance for people of other religions and faith traditions. We encourage children to be happy, enthusiastic and confident learners across a varied and exciting curriculum.

There are two classes for each year group with a total of 420 pupils from Reception to Year 6. We aim to ensure every child reaches their full potential academically, but they are also taught that they can be successful in many different ways. This could be anything from being a good friend to being a fantastic musician, sports person or artist, the list is endless! The children are also taught that it is good to make mistakes because that is how you learn and persistence is key! "Strive to succeed in the presence of God!" is our motto and one that fits well with our ethos. The parents of our children are very supportive of the school and this is valued as an essential ingredient for making our school as successful as it is.

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# ATTENDANCE

It is very important that everybody is on time and in school every day. Every day counts. As we want the best for our children we aim to work towards 100% attendance and excellent punctuality. Young children's brains develop rapidly and so missing days of school will affect your child's progress.

Schools are now not allowed to authorise absences for holidays during term time. The Headteacher is able to authorise absences in exceptional circumstances. There is a form 'Request for time out of school' which is available from the school office and also on the website, which must be completed at least a week before any absence is needed. Parents are required to provide proof of such things as medical appointments, wedding invitations and travel involving flights. Any absences which are not authorised may lead to parents receiving a Penalty Notice Warning and a possible fixed fine from the Local Authority.

There may be times when your child is unwell. Please call the school office before 10am on the first morning of absence, giving reasons for the absence. We need to know what is wrong with your child, especially if they have an infectious disease which could affect others. If you have not called us by 10am, we will call you to find out why your child is not in school. If your child has been sick or had diarrhoea, they must stay away from school for 48 hours after the last bout. This is to ensure that other children and adults are not similarly affected and is in accordance with advice from health professionals. When your child returns to school, please send in a short note to confirm the dates of absence and the reasons.



**020 8886 4647**



# OUR CLASSROOMS



YELLOW CLASSROOM



GREEN CLASSROOM



OUTSIDE CLASSROOMS





# RECEPTION TEAM

## YELLOW CLASS



CLASS TEACHER  
Miss Murphy



NURSERY NURSE  
Mrs Holly

## GREEN CLASS



CLASS TEACHER  
Miss Redmond



NURSERY NURSE  
Ms Parker



TEACHING ASSISTANT  
Mrs Wrigglesworth



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# CURRICULUM

At St. Monica's the staff use a document called 'Development Matters' to plan a curriculum which is age appropriate and meets the needs of all children. Within the Early Years curriculum there are three areas known as '**Prime Areas**' - 1. Personal, Social and Emotional (PSE), 2. Physical Development and 3. Communication and Language. Then there are 4 '**Specific Areas**' - Literacy, Mathematics, Knowledge and Understanding of the World and Expressive Arts and Design.

During the course of the year, the children learn through carefully planned and purposeful play and exploration as well as explicit direct teaching from the adults.

There are three characteristics of effective teaching and learning, **1. Playing and exploring**, **2. Active learning** and **3. Thinking critically**. The team of staff work hard to ensure this is effectively put into practice.

As well as the Prime and Specific areas, the children have Religious Education. This closely follows the Church's liturgical year and is focused on learning from scripture. In addition, the children learn about other faiths so that they can be respectful and tolerant of other people's beliefs and religious practices.



Learning about Judaism



Learning about Baptism



Sharing their "All About Me" books



Number work



Reading & writing independently



Creating & building together



Enjoying listening to a story together



Working as a group to make the Beebots move!



Making music



Rope climbing!

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## SPECIAL WEEK

During the course of the year, your child will be a focus child for a whole week. This will be repeated so each child is the focus child twice. Two weeks before the first special week, the staff will send home a sheet for you to fill in asking you to tell us any specific interests or abilities your child has. The staff will then plan activities relating to those interests which all children will join in with. These will build on areas that will help to develop your child's learning. There are three focus children each week.

During this special week, staff will pay even closer attention to all the skills your child is developing and things that will help them to learn even more.

Observations that the staff make of your child are captured and stored using a programme called "Look@Me" which is an App saved on iPods. A secure username and password will be emailed to you within the first few weeks of your child starting full time school. You are strongly encouraged to access the information held on Look@Me and write your own comments, especially after your child's special week.

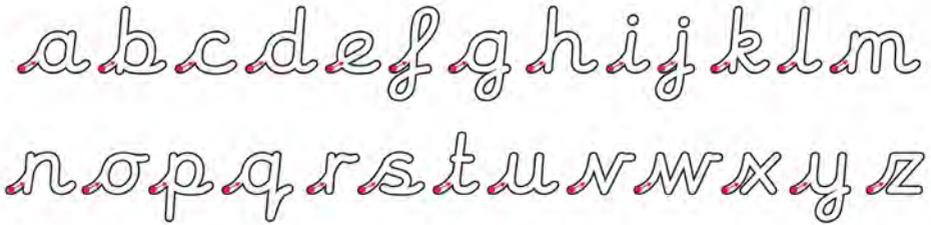
Each child will also have a "special folder" where records are kept of your child's learning.

You will be invited to meet with the teacher in November to find out how your child is settling in and again in March. You will also receive an end of year report at the end of the summer term.



# LETTERS & SOUNDS

Initially the children are taught to look at the letter and recognise its sound. We focus on the sounds in the first few months and only talk about the names of the letters when their sounds are secure. We hold a phonics session for all new parents in October - *date to be advised*.



*Put your pencil on the solid grey line to start each letter. Letters like b, d, h etc go up to the top red line. Letters like g, j, y etc go down to the bottom red line.*

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# LETTER FORMATION

When the children learn to write, they are taught a cursive script. When forming each letter you always start from the same place, with the pencil on the bottom of the line. There is lots of evidence to show that cursive (or joined) writing helps with spelling. It is initially quite difficult for children to form each letter correctly using the cursive style but worth persevering with when you see beautiful handwriting by year 2!

Once your child has settled into school they will start getting handwriting to practise at home. When your child is practising at home make sure that you look carefully to check that they put their pencil in the right place to start and also go in the right direction. Bad habits formed early are difficult to break. Hold your hand over theirs to guide them if they need it.

# PENCIL GRIP

It is very important that your child holds their pencil correctly using index finger, thumb and middle finger to hold the pencil securely. If they struggle with this, there are special triangular pencils and pencil grips that will help.



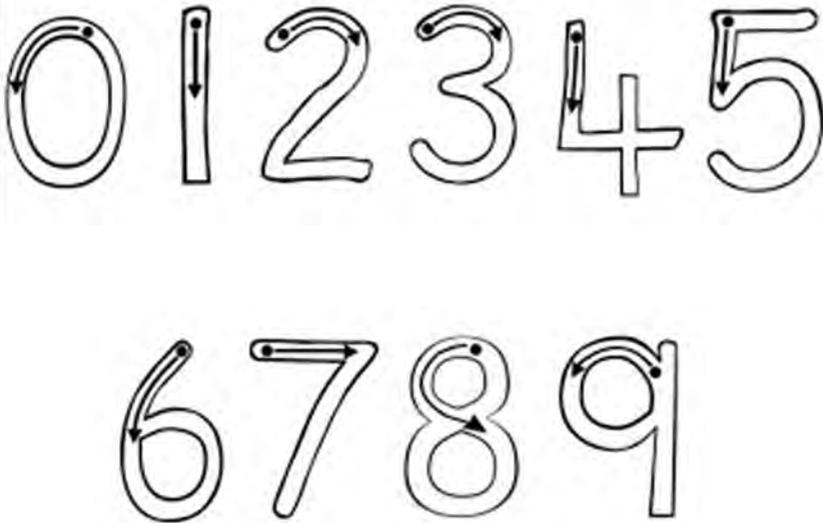
LEFT HAND GRIP



RIGHT HAND GRIP

# NUMBER FORMATION

It is also important that your child writes numbers the correct way round. Children will often write letters and numbers back to front so it is important to always correct them and show them the right way. Children who are still reversing numbers and letters by the end of year 2 may need additional support outside the classroom to help them with this aspect of learning.





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# SPECIAL NEEDS EDUCATION

The school is inclusive to all children. Those children with special educational needs or disabilities (SEND), whether physical, emotional or academic are given appropriate support in school. Please let us know as soon as possible if your child has any additional needs or has been referred to any professionals, for example Speech and Language Therapist. The Home-Visit is a good opportunity to do this.

The school has a policy on special needs that is based on our Christian Ethos and accepts the framework of the Government's 'Code of Practice' (all policies are available on the school website). Resources are provided internally by the school or if needs be, we will access expert help from other professionals such as Speech and Language therapists, Educational Psychologists, Occupational Health or the Hearing/Visual Impairment Service etc.

In the pastoral care of the children, the key figure is always the class teacher. The Headteacher, Deputy Head, Special Needs Co-ordinator (SENCo), Nursery Nurses and other members of staff play important supporting roles.

## ***Top Tip***

*Please look at the 'LEARNING' tab on our school website for more information about special needs and disabilities at St Monica's.*



# SCHOOL DINNERS

Freshly prepared meals are cooked on the premises each day. We buy into Enfield Catering Service who provide a team of qualified staff led by the Cook, Donna. There is a menu available on the school website which is changed about twice a year.

Every infant child is provided with a school lunch paid for by the Department for Education (DfE). There will be an opportunity to taste some of the school meals from 6.30pm at the parents' information evening on **Thursday 17th September**.

If you would prefer not to take advantage of this free school meal, you may bring in a healthy packed lunch for your child. No sweets or fizzy drinks are allowed and no glass bottles. Nuts of any kind are not allowed in school due to the risk to children with severe allergies.

If you wish to swap from school meals to packed lunches you must write a note and give it to the office **two weeks** before you want the change to take place.





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# HOME VISITS

Before your child starts school, the class teacher and nursery nurse will visit you and your child in your home. Dates and times will be given individually and have been organised according to addresses so cannot be changed. This home visit is the start of developing a relationship between home and school.

At the home visit please tell the staff everything that you think is important for them to know to ensure your child has a smooth start to school. You will be asked for any relevant medical information such as food allergies, asthma etc. This would be a good time to let us know if your child has already been referred to other professionals such as a Speech and Language Therapist.

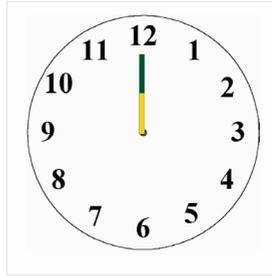
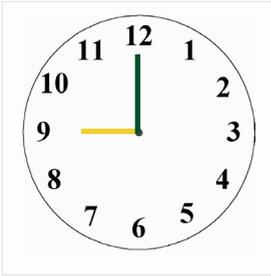
## ***Top Tips For Home-Visits!***

*Be prepared for your usually well behaved child to play-up! Do not decorate the house for our benefit! Do not buy fancy biscuits! Use the time as a chance to tell us anything you think we need to know to help you and your family with your child's transition to school.*

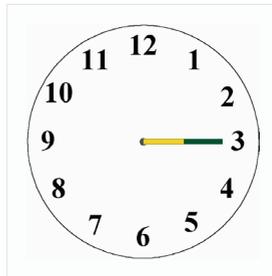
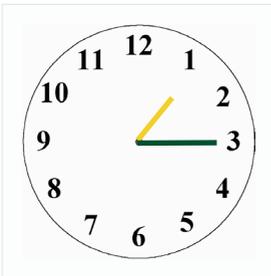


# STARTING SCHOOL

If your child is in **Group A** they will start school with the morning session on **Monday 21st September**. The morning session is 9am-12 midday and in that first week there will only be the first fifteen children on the register in school in the morning. The following week, they will continue with mornings only but all 30 children will be in together.



If your child is in **Group B** they will start school with the afternoon session on Monday 21st September. The afternoon session is 1.15pm-3.15pm and for that first week, will just be the second fifteen children in the register. The following week, (beginning Monday 28th), they will come every morning 9-12 midday with the whole class together.



**On Monday 5th October all children will start full time 9am - 3.15pm.**

This will be the first day they stay for lunch. We will need to know a week before this if they want a school meal or will bring their own packed lunch. When children start school they must all be wearing the official school uniform.

# UNIFORM

## ALL CHILDREN MUST WEAR SCHOOL UNIFORM



WINTER UNIFORM



SUMMER UNIFORM

- Grey shorts/trousers with grey socks
- Green skirt/pinafore with white socks or green tights
- White shirt with school tie
- Green jumper/cardigan with school logo (logo is optional)
- Green gingham cotton dresses may be worn in the summer term and until October half term
- Black shoes or sandals of a sensible design (no open-toe or high heels and heavy boots and trainers are not permitted) - brown sandals may be worn in the summer term



## PE UNIFORM

For PE both boys and girls must have plimsolls, green shorts and school T-shirt. Junior children wear trainers for outdoor games. Green jogging bottoms can be worn for outdoor games. The PE Kit should be kept in a draw-string bag and taken home each school holiday for laundering and the plimsolls to be checked for size.

Large back-packs or sports bags are discouraged in school. We suggest that you provide your child with the green school bag which is available from the school uniform suppliers.



PE KIT



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# UNIFORM SUPPLIERS

School uniform is available from:

**J. Smith Outfitters**  
**155-157 Lancaster Road**  
**Enfield**  
**EN2 OJN**



**020 8363-2424**

**PLEASE MARK ALL CLOTHING WITH YOUR CHILD'S NAME.** If your child's name is on it, it will be returned to your child. Any items with no names are put into the 'Lost Property' box located outside the Medical Room.

Children are not allowed to wear make-up, watches or jewellery, except stud earrings. These must be removed and left at home on days when children are timetabled for PE or games.

Long hair must be tied back for health & safety reasons (such as preventing the spread of head lice) and no child will be permitted to have unusual markings/colours/hairstyles which could distract from learning.



# YOUR CHILDS FIRST FEW DAYS AT SCHOOL

**From 21st to 25th September** your child will come into school using a door at the front left of the building (near the Site Manager's house).



On the first day of school please bring your child into their classroom and then try to leave them as soon as you can to settle into their new routine with the staff.

If you have another child in the infants you may allow them to also come in via this entrance to save you going to the infant playground.

**From Monday 28th onwards** all the children will line up in the infant playground with the other infant classes. You get to the infant playground via the main school entrance gate which is to the far right of the building.



**When the children are just in school for the morning, they need to be collected at 12 from the entrance they are dropped off at in the morning of the first week (top photo).**



## CONTACT DETAILS

Please make sure you complete the 'Contact Form' as soon as possible. It is essential that parents supply the school with an up to date record of addresses and home and work telephone numbers, including that of a friend or neighbour who can be contacted in an emergency. If you change your address, email address or mobile phone number, you must inform the school immediately so that you can always be contacted if needed.

Children must only be collected by those adults named on the contact form. If someone different is going to collect your child, parents must give the name of the person in writing to the class teacher.

**Please do not telephone the school office at 3pm with a change of person who is not already on the contact form. All changes must be given in writing, this is to ensure the safety and well being of your child.**

The easiest way to contact the school office is via email:  
[office@st-monicas.enfield.sch.uk](mailto:office@st-monicas.enfield.sch.uk)

*"I've changed my mobile number/email address, I must remember to tell the school."*

*"Someone different is collecting my child from school. I must write a note to the teacher to say who it is."*



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# QUESTIONS

If you have any questions or concerns throughout your child's first year in school, please make an appointment to meet your child's class teacher via the school office or by writing a note in the home/school note book your child will be given.

If you are dropping off and/or collecting your child each day you will notice how busy it is getting 30 children safely in and out of school. 9am is not a good time to try and speak to the class teacher unless it's a quick message. It can be easier to speak to staff after school if you are able to wait until all children have safely been collected. If you are working and not usually at school, you can speak to staff on the phone or send in a note.

If you are working and not usually at school, you can speak to staff on the phone or send in a note or email to **[office@st-monicas.enfield.sch.uk](mailto:office@st-monicas.enfield.sch.uk)** marked for the teacher's attention.



# ASSEMBLIES

Within a few weeks of your child starting full-time school, they will be joining the rest of the school for acts of worship (assemblies or hymn practice). The weekly newsletter gives details of the assemblies so that you can discuss them with your child. On Friday we have an awards assembly to celebrate all the special skills and talents of the children. Children may bring in certificates or awards that they have won outside of school to share with us all.

The children are divided into four House Teams and House Points are awarded for good behaviour, good manners, or good work. The points are collected each Friday and the winning team at the end of the half term will get a non-uniform day as a reward. The House Teams are St Cecilia, Patron Saint of music (red), St Theresa of the little ways (blue), St Francis, Patron Saint of animals & the environment (green) and St John, Patron Saint of education (yellow).

*Children will need to wear the right colour t-shirt for sports day which usually takes place in July.*





# PRAYING AT SCHOOL

Children will be taught how to make the sign of the cross. Pretend you are looking in the mirror and copy the actions on the photos.



In the name of the Father



and of the Son



and of the Holy



Spirit



Amen



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## MORNING PRAYER

*Jesus keep us safe today and keep all bad things far away.  
Watch my feet in case I fall, let nothing frighten me at all  
and let my Guardian Angel be walking hand in hand with me.*

## PRAYER BEFORE LUNCH

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

## PRAYER AFTER LUNCH

*Thank you God for the food we have eaten  
Thank you God for all our friends  
Thank you God for everything  
Thank you O God, Amen*

## HOME TIME PRAYER

*God our Father I 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.*



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# THINGS TO DO BEFORE YOUR CHILD STARTS SCHOOL

- *Have conversations with your child as often as you can, encouraging them to speak in full sentences. If they tend to give one word responses then repeat what they have said back to them as a question. Eg. Parent 'What's your favourite colour?' Child - 'red' Parent 'Oh is red your favourite colour? I like red too. Can you think of anything that is coloured red?' And so on... By speaking in full sentences children learn the patterns of language and grammar which then helps them when learning to read and write. If English is not your first language your child will still benefit from doing exactly the same thing but in your home language. It is not a good idea to speak incorrect English and much better that your child masters your home language correctly.*
- *Read to your child every day if possible and ask them questions about what you are reading to make sure they have good understanding. Read to them in English or any other language you may speak.*
- *Look through this booklet so they can familiarise themselves with members of the Reception team and their new school environment.*
- *Take your child on outings to the park, swimming, library, shops, museums etc and talk about what you see and what you're doing.*
- *Encourage them to develop a good memory by asking them to remember things you need to buy when you're out shopping eg "Don't forget to remind me we need a loaf of bread and some milk" etc.*

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- *Encourage your child to look at numbers - on houses, on buses, car registration plates and count out loud as you do things such as counting as you go up or down the stairs.*
  - *Encourage your child to notice words and letters eg the name of the road where you live, their first name written as a label "Oh look! That letter is in your name!" etc*
  - *Encourage your child to use the toilet independently, pulling up their own pants and wiping themselves and washing their hands afterwards with soap.*
  - *Encourage your child to dress and undress independently, including putting on and zipping up their own coat. They will need to take off their uniform and put on their PE kit on days when they have PE (physical education) and the lesson won't be very long if the staff have to help undressing and dressing 30 children! Practise doing up buttons eg try and get some pyjamas with buttons as this will help their fine motor skills (ie using their fingers to do careful actions).*



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## PUPIL PREMIUM

There is a special grant which schools can receive from the Government to help support the learning of children on lower incomes. This is called the Pupil Premium Grant. If you are in receipt of any of the following benefits, please ensure that you complete the form provided from Enfield Local Authority (copies available from the school office) and return it to school or Enfield Local Authority. This will ensure the school gets extra funds which can be used directly to support your child.

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

All such requests are dealt with in the strictest confidence and never discussed with the children.



**ST MONICA'S CATHOLIC PRIMARY SCHOOL**  
Cannon Road, Southgate,  
London, N14 7HE

T: 020 8886 4647  
E: [office@st-monicas.enfield.sch.uk](mailto:office@st-monicas.enfield.sch.uk)  
F: 020 8882 8424

[www.st-monicas.enfield.sch.uk](http://www.st-monicas.enfield.sch.uk)



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*Strive to succeed in the presence of God*

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London, N14 7HE

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**E: [office@st-monicas.enfield.sch.uk](mailto:office@st-monicas.enfield.sch.uk)**  
**F: 020 8882 8424**

**Headteacher: Mrs Kate Baptiste**

**[www.st-monicas.enfield.sch.uk](http://www.st-monicas.enfield.sch.uk)**