



ST MONICA'S CATHOLIC PRIMARY SCHOOL

Strive to succeed in the presence of God



Welcome

START DATE

Monday 12th September 2022

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



TERM DATES

2022

START OF AUTUMN TERM

Monday 5th September 2022

END OF TERM

Tuesday 20th December 2022

INSET DAYS

Thursday 1st September 2022

Friday 2nd September 2022

Wednesday 12th October 2022

Monday 31st October 2022

HALF TERM

24th – 28th October 2022

2023

START OF SPRING TERM

Thursday 5th January 2023

END OF TERM

Friday 31st March 2023

HALF TERM

13th – 17th February 2023

START OF SUMMER TERM

Monday 17th April 2023

END OF TERM

Friday 21st July 2023

MAY DAY

Monday 1st May 2023

HALF TERM

29th May - 2nd June 2023

INSET DAYS

Monday 5th June 2023

School closes at 1.00pm for Christmas & Summer holidays and 3.15pm for all other holidays.



DATES FOR YOUR DIARY

A letter from Mrs Baptiste 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 5th – Friday 9th September: ‘Home visits’ will take place in your home. *Date and time to be emailed individually.* This will be an opportunity for you to get to know the staff and discuss anything important about your child confidentially. For example you may talk about their likes/dislikes and any worries or concerns you may have.

Monday 12th – Wednesday 14th September: Children start half days - just 15 children in each session.

Thursday 15th & Friday 16th September: *All* 30 children together for morning sessions (9am-12pm).

Monday 19th September: Children start full-time 9am - 3.15pm.

Wednesday 14th December – 9.30am: Reception Christmas concert.

Wednesday 15th March – 2pm: Reception Mother’s Day celebration and Blessing for all Mums.

Wednesday 14th June – 1.30 - 3.15pm: Reception Dads/Grandads/Uncles invited in for an afternoon of fun!

Wednesday 19th July – 9.30am: Reception Class Graduation ceremony.



WELCOME TO OUR SCHOOL



Mrs Kate Baptiste
Headteacher

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.



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.

However, if you need to request time out of school, 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.

SICKNESS/MEDICAL

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.

The school is not allowed to administer medicines such as anti-biotics unless they have one which requires four doses each day. An "Administration of Medicines" form must be completed for any medication such as asthma inhalers and sent to Siobhan, the Welfare Officer in the Medical Room. This form can be found on the website in the "Parents" section.

In hot weather, ensure you provide a sun hat and put sun cream on your child before school. Children may bring sun cream into school, but staff are not allowed to put it on them. Please teach your child how to do this at home.



OUR CLASSROOMS



YELLOW CLASSROOM



GREEN CLASSROOM



OUTSIDE CLASSROOMS





RECEPTION TEAM

YELLOW CLASS



CLASS TEACHER
Mr O'Shea



NURSERY NURSE
Mrs Holly



TEACHING ASSISTANT
Mrs Maggie Walters
Working across both classes

GREEN CLASS



CLASS TEACHER
Mrs Weston
Monday - Wednesday



CLASS TEACHER
Mrs Jackson
Wednesday - Friday



NURSERY NURSE
Ms Parker



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. **Communication and Language**, 2. **Physical Development** and 3. **Personal, Social and Emotional (PSE)**. Then there are four 'Specific Areas' – Literacy, Mathematics, Understanding 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.



Using technology in our learning



The climbing wall



Exploring together



Growing herbs and fruit



Posting a letter to Father Christmas!



Number work



Learning Phonics



Reading in the book corner



An RE lesson in the forest



Early writing skills



Physical development



Interacting with the whiteboard



Being artists!



Learning how to measure



Learning about gardening



SPECIAL WEEK

During the course of the year, your child will be a focus child for a whole week. Before the special week takes place, 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 kept on Tapestry. Tapestry is an online learning journal that will include photographs, videos and notes about your child's learning experiences. You will receive a private login for your own child in September.

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.



Working collaboratively



LETTERS & SOUNDS

Initially the children are taught to look at the letter and recognise its sound (phoneme). We focus on the sounds (phonics) in the first few months and only talk about the names of the letters when their sounds are secure.

a b c d e f g h i

j k l m n o p q r

s t u v w x y z



Can you write your name?

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.

We will hold a literacy session for all new parents on Thursday 20th October at 7pm and repeated on Friday 21st October at 9.15am. This is held in school. It is important that you attend one of these meetings so that you can learn how we teach phonics, reading and writing.

LETTER FORMATION

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 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.



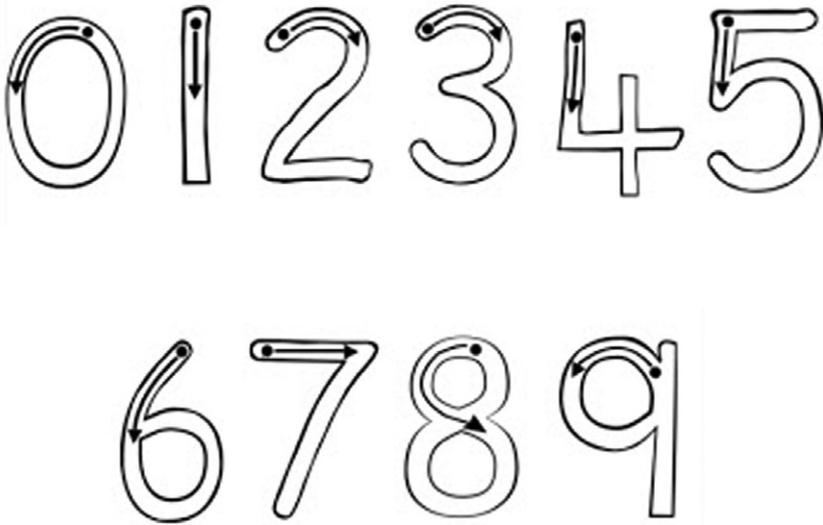
LEFT HAND GRIP



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.





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 Therapy or the Hearing/Visual Impairment Service etc.

In the pastoral care of the children, the key figure is always the class teacher. The Headteacher, Inclusion Manager, Nursery Nurses and other members of staff play important supporting roles.

Top Tip

*Please look at the “**LEARNING**” tab and click “**SEND**” 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 Hertfordshire Catering Ltd (HCL), who provide a team of qualified staff to work in the kitchen. There is a menu available on the school website which is changed about twice a year. In September you will be given a login to SchoolGrid which is where you choose your child's meals. You need to make your choices a week in advance. Please discuss what you are choosing with your child so that they are ready for the meal when they collect it.

Every infant child is provided with a school lunch paid for by the Department for Education (DfE).

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.

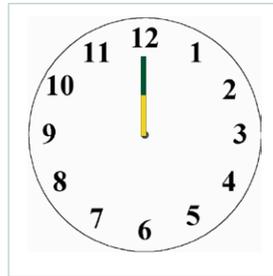
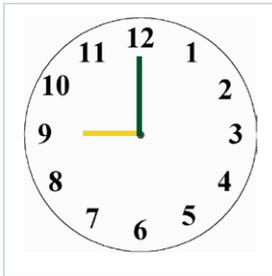
If you wish to swap from school meals to packed lunches you must email the office (office@st-monicas.enfield.sch.uk) **two weeks** before you want the change to take place.



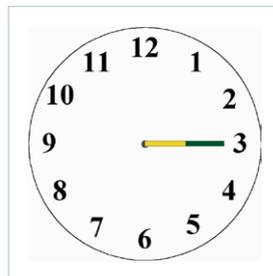
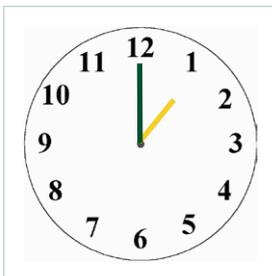


STARTING SCHOOL

If your child is in **Group A** they will start school with the morning session on **Monday 12th September**. The morning session is 9am-12 midday and in those first few days there will only be the first fifteen children on the register in school in the morning. All thirty children will be in together for the mornings on **Thursday 15th** and **Friday 16th September**.



If your child is in **Group B** they will start school with the afternoon session on **Monday 12th September**. The afternoon session is 1.00pm-3.15pm and for those first three days there will only be the second fifteen children on the register in school in the afternoon. On **Thursday 15th** and **Friday 16th September** all thirty children will come together for the morning session.



On Monday 19th September all children will start full time 8.50am - 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, all children must have trainers (not plimsolls), green shorts and school t-shirt. Green jogging bottoms can be worn for Outdoor Games. Children come into school wearing their PE kit on the days they have PE. You will be notified of the days before the children start school. When buying trainers for children in Reception, please buy them with Velcro fastenings rather than laces, unless they are very good at tying laces.

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



UNIFORM SUPPLIERS

School uniform is available from:

J. Smith & Sons
25 Station Parade
Cockfosters Road,
Cockfosters, EN4 ODW



020 3818 3622



www.smithsschoolwear.co.uk

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 or jewellery, except stud earrings and an inexpensive watch. Earrings 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 and safety reasons (such as preventing the spread of head lice). Ideally children should wear green, yellow or white hair accessories.



GETTING IN AND OUT OF SCHOOL

From 12th to 16th September your child will come into school using a door at the front left of the building (near the Site Manager's house). They will also need to be collected from this door at home time.

On the first day of school, please bring your child into their classroom. However, the following day, please say goodbye to your child at the gate and allow them to come into school with just their teachers. If you have another child in the infants you may allow them to also come in via this entrance.

Cannon Road is a 'School Street' which means that you cannot drive in or out of the road at any time in the morning between 8.15am and 9.15am and then again in the afternoon from 2.45pm to 4pm. If you do, you will get a penalty notice charge of £60 from Enfield Council. There are cameras on Cannon Hill pointing at Cannon Road.

We advise walking, scooting or cycling to school where possible. If you have to drive your car to school, you are advised to arrive by 8.40am latest and park on a nearby road such as Cannon Hill or Conway Road or park away from school and walk the last ten minutes.





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 or email it to the school office.

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

"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."



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 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** marked for the teacher's attention.





DAILY ACT OF WORSHIP

There is a daily act of worship in school either in the classroom or in the hall. Whole school assemblies happen at least twice per week and a smaller infant assembly takes place once per week. There is also a weekly “singing practice” session.

HOUSE TEAMS

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 Liseux, of the little ways (blue), St Francis, Patron Saint of animals & the environment (green) and St John Baptist de la Salle, Patron Saint of education (yellow).

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



St. CECILIA



St. THERESA



St. FRANCIS



St. JOHN

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



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.*

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.*





THINGS TO DO BEFORE YOUR CHILD STARTS SCHOOL CONT.

- *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. 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).*



A trip to Conway Park

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.

Your child may be able to get free school meals if you get any of the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children who get any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.



ST MONICA'S CATHOLIC PRIMARY SCHOOL

Strive to succeed in the presence of God

ST MONICA'S CATHOLIC PRIMARY SCHOOL
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London, N14 7HE

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E: office@st-monicas.enfield.sch.uk

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