



Dear Parent / Carer,

Our prospectus is intended to help you know and understand a little more about the life and work of our school. If your child is to join our school family for the first time, we warmly welcome you and look forward to a long and happy association in the years to come.

St. William of Perth Catholic Primary School is situated approximately one mile south of the City of Rochester, Rochester Castle and Cathedral and is in the Parish of St. John Fisher. As a church school, we place a strong emphasis on creating an ethos based on the gospel values, whilst still maintaining recognition of the need to reflect the variety of religious traditions and diversity of our society. Developing positive spiritual and moral values underpins our pastoral day-to-day work. One of our greatest assets is the caring, family atmosphere, which we create through knowing each child individually and being aware of their different needs.

We believe our children deserve the very best. Within the school mission statement, it says that the aims of the school are "to nourish the growth of all its members as persons illuminated by the light of Christ". Our staff work as a team to support learners to reach their potential within a stimulating learning environment and a rich curriculum while the pupils are polite, happy and very enthusiastic. We will continually strive for excellence and give all children the confidence to achieve their true potential.

Children can achieve amazing results with the support of the staff, our church family, their peers, and of course, you as parents. I look forward to working alongside you and if there are any concerns that do arise, please come and tell us so that we can solve them together.

At St. William of Perth Catholic Primary School, we believe that we can only truly achieve the best for your child by close co-operation between home and school. In the following pages you will learn more of our school. Do please take the time for your child's sake to visit us and to find out at firsthand about how we work.

Application and admission details are given in the prospectus, and if you need further assistance, please contact me.

We will look forward to welcoming you and your child as part of our school family.

Yours sincerely,

Mr. J. Willis
Headteacher

GOVERNING BODY

Chair:	Miss L. O'Hara
Vice Chair:	Mr. D. Brent
Headteacher:	Mr. J. Willis
Staff Representative:	Miss. J. Routledge
Parent Representative:	Mr. D. Brent
	Mrs. C. Smith
Associate Governor:	Mr. G. Lamb

All correspondence with the Governing Body should be addressed to the school and clearly marked to the Clerk or Chair.

STAFF

Headteacher:	Mr. J. Willis
Deputy Head:	Mrs. K. Tong
SENCO:	Mrs. G. Morrow
Teachers:	Miss L. Dormedy Mrs R. Everett Mrs J. Weston Miss L. Kelly Mrs K. Tong Miss J. Buchanan Mr. T. Scudder Miss J. Routledge Madame Delyfer
Administration:	Miss. A. Gray Mrs. C. Eastwood
Teaching Assistants:	Mrs. H. Devitt Mrs. F. Kent Mrs. K. Byrne Mrs. G. Barker Mrs. S. Lovejoy Mrs J. Crispe Mrs M. Weaver Miss. A. Lane Mrs J. Mitchell Mr. D. Bradley Mrs. D. Kelly Mrs T. Stanton

Mid-Day Meals Supervisors:	Mrs K. Dyke Mrs K. New Mrs E. Csaji Mrs S. Darmochwal Mrs C. Crispe Mrs V. Mbewe Mrs H. Anthony Miss E. Stan
Caretaker:	Mr M. Ellis
Cleaners:	Mrs. B. Slade Mrs. A. Felstead



PARTNERSHIP WITH PARENTS

We realise that you want to get the best education you can for your child and we are very proud of the relationship we have with the parents in our School. We are a strong group and benefit from mutual respect, trust and understanding. The good of the children is at the centre of every decision we make and all the work we do. We like to work together with parents to ensure that children fulfil their true potential. We encourage parents to come and see staff if they have any concerns or worries about their child or if there is something we should know about; a change in family circumstance, news that may impact on the child.

We will do all we can to help your child develop into a well-educated adult. Teachers will want to keep you informed and will listen to your concerns.

Discipline begins at home. Children learn a great deal in their earliest year. Parents, relatives and friends have a huge responsibility. As all parents know, children can be very quick to copy and example, whether good or bad.

When your child starts school, you can play your part in many ways. By law, you are responsible for making sure that he or she goes to school regularly and on time but you can do a lot more than that. For instance, by supporting the school's homework and behaviour policies you can help the school run efficiently and to develop pupil's full potential. If your child is an older pupil, he or she may need a quiet space to work at home. The school's Home School Agreement will be sent home each year for parents, children and teachers to sign.

Admissions Policy See policy 2024

Background History of St. William of Perth Catholic Primary School

The building we now occupy was originally opened in the 1970's. The school is situated opposite St. John Fisher Church on Maidstone Road, Rochester and it primarily serves the Parish Community. Details of the official catchment area can be obtained from the school. At the time of publication, we have 209 pupils on roll. (October 2024)

The Parish: St. William of Perth School is an important part of St. John Fisher Parish. Together they form a wonderful community. In School, the children, parents, parish priest, governors and staff work together to help children develop an understanding of their faith. Our hope is that children will leave the school able to contribute to society in a positive, active manner, within a Christian context.

Facilities

We are blessed with several advantageous facilities in the building. These include a dedicated Library and ICT suite. Several of our classrooms have been newly built or renovated in recent years, the most recent being the Year 4 (St. Nicholas) classroom opened in June 2010. Outside, we have a field, (complete with apple trees) for play and sporting events. We have redeveloped our pond and garden. We also have a Forest School site, which we use for outdoor learning.

The Curriculum

Parents are the prime educators of their children and also have first responsibility for introducing their children to the teaching of Jesus Christ. Teachers, teaching assistants and all other staff work with and support parents in this duty, whilst attempting to ensure that all children receive a broad, balanced, inclusive, relevant and differentiated education.

Topic webs outlining the curriculum each term for each year group are available on the school website.

Learning and Teaching

We believe that children's learning is most effective when they are actively involved, motivated and see the relevance of what is being taught. By providing a range of learning experiences that challenge and stimulate we aim to meet the needs of all learners in an environment where achievement is celebrated children are not afraid to take risks. The curriculum is organised through discrete subjects with a cross curricular approach through topics. A question is used to frame the topic learning with a high-quality text anchoring the learning.

Assessment

Assessment is a continual process allowing teachers to ensure that all pupils are making progress and identify the need for support and challenge for individual pupils. At St. William of Perth, English, Maths, Science and Religious Education are formally assessed each half term. The emphasis is on formative assessment, celebrating what has been achieved and identifying the next steps in making further progress. Children are encouraged to be involved in assessing their own progress through a variety of self-assessment methods.

Planning the Curriculum

The curriculum is based on our Catholic Philosophy that Christ is at the centre of our learning.

Religious Education follows the 'The Way, The Truth and the Life' programme recommended by the Bishops of England and Wales. All other subjects follow the National Curriculum guidelines with a cross-curricular approach, linking subjects to topics wherever possible. Subject leaders ensure that there is progression and continuity in the teaching of skills and knowledge and curriculum maps show the development of learning through each key stage.

Religious Education

At St. William of Perth, all our teaching is rooted in the Gospel Values as revealed to us by Jesus Christ. We aim to support, extend and clarify the experience of Faith given to our children by their families and the Parish. The school works closely with the Parish and welcomes frequent visits by our Parish Priest, Father Neil – who is wholly involved in the spiritual and administrative life of the school. Religious Education is not taught as a discrete subject but permeates all areas of the curriculum and of school life.

The children follow the scheme 'The Way, The Truth and the Life' recommended by the Diocese. It is incorporated into the School's own programme of study, which helps the children to develop and express their Faith by meeting God and growing into a personal relationship with Him. The Governors expect that every pupil at St. William of Perth takes a full and active part in R.E. lessons and the worship life of the school.

Each child has the opportunity to participate in Masses and Assemblies, to celebrate Holy Days and Special Feast Days, to learn and understand prayers and hymns, to know and understand the Sacraments and to hear Bible stories. We have a full program of collective worship which includes class assemblies, liturgies as well as class prayers. Prayer pilgrims are spiritual role models in each class and they help class teachers organise prayer. Being a prayer pilgrim is an important responsibility within our school.

PSHE (Personal, Social and Health Education)

The Bishops of England and Wales have requested that our children be given guidance in the whole area of Personal Relationships. Relationship and Sex Education is the joint responsibility of home and school. At present, it is the policy of the school that children's questions are answered in the context of Christian family life as honestly as possible. We follow the diocesan recommended "Life to the full" RHSE programme. Life education skills are taught through other curriculum areas i.e. R.E. and Science. Parents have the right to ask that their child be withdrawn from sex education lessons and the Head and Staff will deal with all concerns sympathetically. Citizenship is taught to all children through our PSHE Programme of Study.

School Council

We have an elected School Council. This body meets approximately once every term to help the Headteacher and teachers decide on matters which directly affect the pupils. They liaise with their own classes in Class Council and then bring their ideas to the meetings. They have recently been directly involved as ambassadors for the school for charity fundraising events.

Elections for the seats are held every September. All children in school are represented by all the children who serve on it.

E-Safety

Children are taught how to keep themselves and their personal details safe whilst using the Internet and internet safety rules are displayed in all classrooms. Parents and children are asked to agree to uphold the school's e-safety policy. Parents with any concerns regarding e-safety are encouraged to see the ICT Co-ordinator to discuss their concerns.

Provisions for Children with Special Needs

We always aim to provide an inclusive environment in which children with specific learning needs, emotional or social problems or physical disability receive additional support to enable them to participate fully in the educational experience. Ramps in and around school give access to almost all parts of the school. We have a dedicated cloakroom for use by pupils and adults with mobility difficulties.

In line with the Disability Discrimination Act, we are positive about inclusion and we want to do all we can to make disabled pupils, parents and staff feel welcome, and

take part fully in all aspects of school life. The school takes steps to ensure that DDFA is taken into account in all new building projects.

The school makes use of a number of outside agencies including the Educational Psychologist, Speech Therapist, Nurse and Behaviour and Learning Support.

Provision is made through individual educational programmes of support either in the classroom or in a quiet area. Whilst we do have classroom support, all work is planned and directed by the class teacher within the child's overall needs programme.

Parents are encouraged to become involved with their child's learning and to liaise with the Special Education Needs Co-ordinator and the class teacher with regards to their child's pupil support plan (PSP).

Foundation Stage (Early Years)

We believe that early education provides the essential foundation for all future learning. Children start in our Reception class in the September of the academic year in which they turn five. They will be offered a curriculum that follows the guidelines of the Foundation Stage and stimulates, enriches and extends learning through access to a broad variety of first-hand experiences and activities, both indoors and outside, which will help children to achieve the Early Learning Goals. In this way, the children will be well prepared for following the National Curriculum in Key Stage One.

Homework

Homework is encouraged at St. William of Perth Catholic School, where we regard it as a way in which parents can develop a meaningful partnership with the school and actively participate in their child's learning. Homework is given to affirm prior learning, extend prior learning or initiate learning.

Younger children are asked to undertake such homework as reading, learning of spellings, multiplication tables etc. They may sometimes be asked to undertake simple research projects.

More formal homework is set in Year 3, 4, 5 and 6 appropriate to the age and ability of the child to further develop their study skills, self-motivation and positive work habits in preparation for Secondary School. (A copy of the homework policy is available from the school). The school uses online learning platforms such as Edshed to support in planning and preparing homework.

Discipline

At St. William of Perth, we encourage and expect high standards of behaviour in all our children to ensure the right of teacher to teach and child to learn. There is also a strong emphasis on self-discipline and respect for all members of the school community. Children learn that school is a place where they live alongside many other people and this means

sharing equipment, books and teachers' attention. Children are expected to get on with their work and not waste time or prevent other children from working. Children are expected to learn and not to hurt or abuse other children by word or action.

Expectations of behaviour are high and these are met. The success of this policy also relies on parents discussing and reinforcing the need for good behaviour with their children.

Initially, the class teacher will deal with most issues but will pass on more serious incidents to senior members of staff. In certain circumstances, parents' may be contacted and involved in the strategies to resolve a problem.

Occasionally, (very rarely in St. William of Perth School) a fixed period lunch time suspension or fixed period full suspension may be deemed necessary by the Headteacher to help a child understand the gravity of not complying with school rules, disrupting the learning of others or behaving in an aggressive manner. Parents are asked to support the school if this happens and will be requested to visit the school immediately to discuss the matter.

At all times Medway LEA regulations will apply.

Bullying

Bullying will not be tolerated at St. William of Perth and every effort is made to ensure that it does not occur. Bullying is the wilful conscious desire to hurt, threaten or frighten someone else. Any incident that occurs should be reported immediately to the class teacher. All classes review behaviour management and rewards and sanctions at the start of the school year. Staff take a proactive stance in providing a secure and safe environment for pupils in their care.

A child may be upset because of a playground incident which is not actually bullying. It is important that home and school have similar values when dealing with incidents and work together if a problem arises.

Racist Behaviour

Our school does not tolerate racist behaviour, language or attitudes. We promote the ethos of an inclusive society in which all faiths and backgrounds are recognised and celebrated for their individual characteristics and benefits to the community as a whole. All staff are required to inform the Headteacher of any racist incidents and these are recorded and the LEA informed for statistical purposes. Parents are normally informed if their child is either a victim or perpetrator of a racist incident.

UNIFORM

All children wear a simple and easily obtainable indoor school uniform. No parents are precluded from obtaining this for financial reasons, as the school will attempt to give appropriate assistance where necessary. We would appreciate all pupils complying with this policy.

Only Y5 and Y6 pupils are allowed personal bags i.e. a small rucksack / messenger bag in place of a book bag. All other children should have a school book bag with the school logo. These can be purchased from the school office. No keyrings should be attached to book bags, however a simple coloured ribbon can be tied to the handle to help EYFS children easily identify their own bag.

Children must be able to independently remove their own earrings. **PLEASE do not** have your child's ears pierced in term time – if done at the beginning of the summer holidays, they will be able to remove them for P.E. at the beginning of Term 1. **No dangly / hooped earrings – plain studs only.**

ALL CLOTHING MUST BE CLEARLY LABELLED WITH YOUR CHILD'S NAME

P.E. Kit

Shorts – plain navy

T/shirt with school logo (only available from school office)

Plimsoles (black)

P.E. Bag with school logo (only available from school office)

All jewellery (e.g. watches and earrings) must be removed independently - no responsibility will be taken for these.

Hair - long hair to be tied back.

Field activities - children may wear trainers, (EYFS and KS1 Velcro/no laces).

In cold weather children are allowed to wear (unbranded) plain black or plain navy sweatshirt and tracksuit bottoms over their P.E. kit.

Winter Uniform from Term 2 until the End of Spring Term

Royal blue cardigan or v-necked sweatshirt with school logo. (only available from school office).

OPTIONAL Navy-blue fleece with school logo (only available from school's approved supplier). This item is to be worn over school sweatshirt or cardigan, **not** in place of school sweatshirt or cardigan.

Coats: Plain colours – preferably navy or black.

Grey Skirt / Pinafore dress (not black).

Grey tailored trousers (not black).

Plain white school shirt/blouse (collar must be suitable to be worn over a tie). Not polo top.

School tie – (only available from school office).

Plain grey or white school socks, (trainer socks are not allowed).

Grey tights.

Black sensible shoes with straps / laces **no laces for EYFS**, (no trainers or boots).

For health and safety reasons, preferably not slip on / ballerina style (no shoes with high heels).

Hats – with school logo (only available from school office), or plain blue. Branded hats or fashion items may not be worn.

Hair should be smart and suitable for school. Hair should not cover the eyes and hinder learning. Gel should not be worn. No hair dye and no indentions. If hair is shoulder length or longer, it should be tied back in plain black hair elastics or plain elastics in school colours.

Book bag with school logo. (only available from school office).

EYFS additional uniform

Wellington boots - In a named carrier bag.

Apron

Puddle suit (waterproof over-trousers) - Optional for water play.

Summer Uniform start of Summer Term to End of Term 1

Royal blue cardigan or v-necked sweatshirt with school logo. (only available from school office).

OPTIONAL Navy-blue fleece with school logo (only available from school's approved supplier). This item is to be worn over school sweatshirt or cardigan, **not** in place of school sweatshirt or cardigan.

Coats: Plain colours – preferably navy or black.

Light blue and white checked dress – **no playsuits**.

Grey skirt / pinafore dress (not black).

Grey tailored trousers (not black).

Grey mid-length shorts (not black) - no longer than knee length and without external pocket, (i.e. cargo style shorts)

Plain white school shirt/blouse (collar must be suitable to be worn over a tie). Not polo top.

School tie – (only available from school office).

Plain grey or white school socks, (trainer socks are not allowed).

Black sensible shoes with straps / laces **no laces for EYFS**, (no trainers or boots).

For health and safety reasons, preferably not slip on / ballerina style (no shoes with high heels or open toed sandals).

Hats – with school logo (only available from school office), or plain blue. Branded hats or fashion items may not be worn.

Hair should be smart and suitable for school. Hair should not cover the eyes and hinder learning. Gel should not be worn. No hair dye and no indentions. If hair is shoulder length or longer, it should be tied back in plain black hair elastics or plain elastics in school colours.

Book bag with school logo. (only available from school office).

EYFS additional uniform

Wellington boots - In a named carrier bag.

Apron

Puddle suit (waterproof over-trousers) - Optional for water play.

Mobile Phones

Ongoing and recent technological advances have enabled mobile phones to become multi-functional and far more sophisticated. In the interests of security and safety, we do not allow children to have Mobile phones in school. In exceptional circumstances (and only when a child reaches Years 5 and 6 and is travelling to and from school independently); on our receipt of a signed parent / student mobile phone agreement, we will allow a **basic** mobile phone to be brought to school under the conditions as detailed within our Mobile Phone Policy, (a copy of which is available on request from the school office.)

Coats

Please ensure that your child has a school coat. Hooded sweatshirts are not part of our school uniform.

Charging Policy

Under the 1998 Education Reform Act, the school is unable to charge for the following:

- Education wholly or mainly during school hours
- Materials and ingredients for things made at school which parents do not want to keep
- Visits in or outside school hours which are necessary for an examination

Charges may be made for the following:

- Board and lodging where a school activity involves a residential element
- The exact cost of “optional extras” (i.e. not connected directly with the National Curriculum)
- We like children to be taken to places of interest to support their class work e.g. museums, castles, theatre etc. Parents will be asked to make a voluntary contribution to support these activities. If, however, insufficient contribution to support these activities were received then the visit may be cancelled

If parents are experiencing financial difficulties they should contact the Headteacher in confidence, as help may be available from the school fund.

Trips, Visits and Visitors – Charges for School Activities

We feel that children gain a great deal from first-hand experience. With this in mind, we often arrange for children to spend time out of the school on trips and visits to places of interest linked to their topics of study.

Where the school organises curriculum related activities which involve costs above those normally met out of the school budget (e.g. travel expenses, admission fees, residential fees, and tuition expense) parents are invited to make an economic contribution to cover this additional expenditure. These contributions are voluntary,

however where insufficient contributions are received to cover costs, the activity may have to be cancelled and any contributions refunded.

The children in Year 6 look forward every year to a week-long residential activity holiday while Year 5 enjoy an adventure day and a French day trip. All risk assessments are made prior to the trip and the Governing Body also approves the activities annually. Parents are invited to a meeting and given as much opportunity as possible to inform themselves of the activities provided.

Parent Teacher Consultation Meetings

There is an opportunity for parents to meet with their child's class teacher on a formal basis each term. We start the year with a Curriculum information evening within the first three weeks. At the end of Term One, we hold a parents' evenings to discuss how their child has settled in their new class. This is followed by a similar meeting in the Spring Term when parents can discuss their child's progress with the teacher, see their work and agree targets for the rest of the year. Teachers write a formal report for parents at the end of the academic year. In addition, towards the end of the Summer Term, we hold an open evening when parents are invited to come into school with their children to see and share their work. This is not a formal parent evening but the class teachers are available if you wish to speak with them.

Parents are, naturally, welcome at any time to discuss their child with the class teacher, though it is advisable to make an appointment to see them after school.

Parent Helpers in School

Parents have a wealth of talents and an important part to play in the education process. They are encouraged to come into school and, under the direction of the class teacher, to work in the classrooms with groups of children at appropriate times. Please speak to the office if you are interested.

St. William of Perth Parent Teacher Association

The school is fortunate to have a very active PTA, which has provided us with excellent support over the years. They meet regularly to organise social events that raise money for much needed school equipment, but also to have fun together! Each year they look for new members to bring fresh ideas, skills and enthusiasm to ensure the continued success of the Association.

Everyone will be warmly welcomed and truly valued. Please come along!

Newsletter

The school publishes a weekly newsletter for all people within the school community. Parents find this very useful for maintaining their awareness of events to come, and to keep them in touch with what is going on across the whole school. Many of our parents receive this and other information via an e-mail service – ParentMail.

Extra Curricular Activities

A variety of extra-curricular activities are available during school terms. The variety and number of these vary according to the availability of staff and parents to run them. Karate, Dance, Drama, Choir, Medway Youth Games, Greenacre Sports club, are presently offered. In addition, the school runs a number of lunchtime clubs including: Chess club, Uno club, library and debating club. The school also has a breakfast club which parents can book in and use for childcare before school.

Charitable Donations

The school engages in a variety of fundraising activities for appropriate charities at various times during the school year. We usually find that parents, parishioners and children are very generous when contributing to these efforts.

Pastoral Care

This is given a high priority by all staff in our Catholic school which aims to create a caring, welcoming environment where all – pupils, parents, staff or visitors can feel secure, valued and welcome. The safety and welfare of each child is of fundamental importance.

The Headteacher's responsibility for pastoral care is delegated to both teaching and support staff. The class teacher is the person immediately responsible for the child's welfare. She/he works closely with colleagues to ensure that the level of pastoral care is of the highest order.

Close contact between school and home is considered vital and parents are encouraged to contact the school at any time by telephone or visit, for matters of a more immediate or urgent nature.

In case of accident or illness the school operates an emergency telephone link with parents. For this reason, we ask you to ensure that **any changes to your contact details are notified to the school office**. Both teaching and ancillary staff contribute to the general care and welfare of the children but the main responsibility falls to the class teacher and the Headteacher, who will work with parents to ensure the best possible care for the children. Every effort is taken to provide as many lines of communication as possible so that children's problems can be dealt with promptly and sensitively.

Both the Headteacher and staff are very willing to be available for discussion with parents about children with problems. Parents are asked, however, to try to make a prior appointment where feasible, so that a mutually convenient time can be arranged. Parents are asked particularly not to engage staff in discussion at the beginning of the day when they are in class. If the matter is particularly urgent and cannot be left to the end of the day, the Headteacher will be available to deal with it.

Schools Funds

The school curriculum, staff salaries and the internal maintenance of the school is the responsibility of the Local Education Authority. Since 1990 the large part of this

funding has been delegated to the school for the purpose of managing the school and its curriculum.

Quite separately from this we ask for donations to the school fund. The school voluntary fund exists to meet various requirements not covered by the official finances, e.g. subsidising school journeys, buying 'extra' equipment, paying for visitors, e.g. puppet theatres/storytellers etc.

Safeguarding

St. William of Perth is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment

The health and safety of our whole school community is of utmost importance to us.

All adults who work with the children, this includes teaching and non-teaching staff, volunteer helpers and Governors must have an enhanced DBS check which is recorded in the school records.

All visitors have to sign in before being allowed in to the body of the school and wear a visitor's badge.

The school has three designated safeguarding leads: Mr J. Willis, Mrs K. Tong and Mrs G. Morrow

Money

The school currently uses the Parentpay cashless system for making all school payments this will include the yearly school fund and all trips.

School Meals

Meals are available at the school for the cost of £2.48 per day. Children in years R, 1 and 2 are entitled to free school meals under the current Universal Free School Meals government funded program. All chargeable meals are to be paid for in advance of the day of consumption via the school's Parent Pay (cashless) system. Children can also bring a packed lunch from home; a drink of water is available.

Sickness

It is expected that the school be informed by telephone, of a child's illness and subsequent absence. If your child is absent from school, please contact the school office by telephone or email absence@stwilliamperth.medway.sch.uk , no later than 9:30 am on the first morning of absence. When your child returns to school, please send a note to school with your child giving the reason for your child's absence so that it can be authorised and the reason for the absence noted. If we are unable to receive an explanation, absence is 'unauthorised' and we are required to notify these absences to the DfEE.

Children suffering from sickness and or diarrhoea should not be sent back to school until after 48 hours following the last bout of illness.

Healthy Hair

A cause of concern to our parents is the presence of head lice. We urge all parents to tie back long hair, check their child's hair daily, and to use a "wet comb" routine as advised by the school nurse after washing. It is school's policy to inform all parents by telephone if head lice are spotted. We then request that the child is taken home for treatment.

Medicine

The Medway Education Authority directs their teachers/other staff should not administer medicines to children. Although there are times when the taking of medicine in school is unavoidable (i.e., long-term asthmatic conditions) generally speaking, children administer their own medicines or parents should come to the school to administer medicines to their own child.

Medication such as inhalers (for asthmatics) should be clearly labelled so it can be held in the classroom, as it is essential that the "patient" has easy access to inhalers. Large nebulisers will be kept at the teacher's desk for the child to use.

These conditions are for the safety of all children. Health care plans will be drawn up in partnership with the school / parents and a relevant health care professional, such as the school nurse, specialist or paediatrician and will be monitored and reviewed annually.

School Organisation

The School Day

	Morning	Afternoon
KS1	8.55 - 12.00	1.00 - 3.10/3.20
KS2	8.55 - 12.20	1.20 - 3.20

There is a 20-minute morning playtime for everyone.

Start of the School Day

At 8.40am a bell rings and the children can make their way into class through the front entrance. The second bell at 8.55am signifies the start of the school day and all children should be in by this time. Children who arrive after this time should report to the school office before making their way to class. **Teachers will be there to supervise and welcome them.**

The school places a great deal of importance on good timekeeping and we rely on parents to support us by ensuring that their child arrives at school before the school bell is sounded at **8.55am**.

End of the School Day

The staff are very careful not to release children going home from their supervision until they are collected by an adult. If parents are unavoidably delayed or their child is being met by a different adult then it is important that they contact the school by phone or letter (not in their contact book or by email please) to let us know.

ON NO ACCOUNT SHOULD ANY PARENT ENTER THE SCHOOL OR PLAYGROUND TO SPEAK TO ANY CHILD BEFORE, DURING OR AFTER SCHOOL. ANY PROBLEMS, CONCERNS OR MESSAGES MUST GO THROUGH THE SCHOOL OFFICE.

We hope the information in this prospectus has helped you to know and understand more about our school. Please do not hesitate to come and visit our school. If there is anything further you would like to know the Headteacher will be happy to talk to you.

We wish to work with parents to give the children the best possible opportunities to develop in every way and make their days at St. William of Perth Catholic Primary School happy and worthwhile.

Complaints Procedure

How to make a complaint

Most complaints parents may have can be resolved by the school. Therefore, any complaints, in the first instance should normally be made to a member of staff or governor. Hopefully, this will be resolved at this informal level.

FORMAL STAGE

Parents should submit their complaint in writing to the Headteacher who will investigate. The Head will inform the complainant of any decisions made. Complaints about the Head should be made directly to the Chair of Governors.

APPEAL STAGE

If still dissatisfied, the complainant may then appeal to a committee set up by the Governing Body. A further appeal can then be made to the Diocese who can make recommendations to the Governing Body.

We do hope, however that any complaints can be resolved at an informal stage.