



Welcome to St Paul's



Growing, Learning, Succeeding

"Start children off on the way they should go, and even when they are old they will not turn from it." Proverbs

22:6

ST PAUL'S C OF E PRIMARY SCHOOL

Our School Vision



GROWING,
LEARNING,
SUCCEEDING

At St Paul's we will ignite a passion for life and learning in every member of our school community by providing the best possible education, where children and adults grow through our core values rooted in FAITH and will confidently succeed through the strength and love of God.

Proverbs 22:6 'Start children off on the way they should go, and even when they are old they will not turn from it.'

Our curriculum will:

- Be challenging, stimulating, vibrant and based in first-hand experience
- Develop language by encouraging effective communication skills
- Ensure a secure foundation in the fundamental life skills of reading, writing and mathematics
- Encourage personal development, foster independence and develop positive learning behaviours
- Promote our school values and Christian distinctiveness
- Take children's interests into account
- Allow children to develop enquiry and investigative skills



We encourage you to book an appointment at each of the twice yearly parents' evenings to speak with your child's teacher and discuss their progress. You will receive an annual report at the end of each academic year detailing your child's progress. Additionally, you will receive an interim report at the end of the Autumn and Spring terms. For EYFS, at the end of the Reception Year, you can also take home your child's Reception Year Learning Journey.

If you should have concerns about any aspect of your child's education, or wellbeing, at St. Paul's your child's class teacher will be happy to meet with you and discuss this. You can arrange the meeting either personally or via the school office.

How we work together

In order to ensure the smooth running of St. Paul's Primary School, we ask for the co-operation of all parents in adhering to the following school procedures.

Attendance

It is very important that your child attends school every day unless they are unwell. We are very grateful for your co-operation and support in ensuring your child attends school regularly. Poor attendance means that your child will not do as well as they should in reading, writing and mathematics and their chances in life will be limited. Absence for holidays in term time will not be authorised, except in compelling compassionate circumstances, and parent(s) may be liable to fining by Surrey County Council. Should your child's attendance record, or persistent lateness, cause concern you will be contacted by the school and we will work with you providing support to improve attendance or timeliness.

Reporting your child absent

If your child is absent a telephone call (leave a message on option 0 - 'Report your child's absence') or e-mail (parents@st-pauls-addlestone.surrey.sch.uk) is essential by 9.10am. As your child is expected at St. Paul's every day that school is open, we will rigorously follow up all unexplained and unexpected absences in a timely manner. Please leave specific reasons for the absence e.g. sickness, cough and cold, high temperature and not generic phrases such as "unwell" or "poorly" which may be marked as 'O' - 'Unauthorised Absence'. Please call each morning that your child is ill unless you have agreed otherwise with the school office. For safeguarding, all children must have an extra contact who is not a resident at the family home who can be alerted, and then be responsible for verifying the safety of your child, you and your family. This will avoid potential referral to external agencies.

If you wish your child to be released during the school day for any reason (e.g. a dental appointment) a note or email, requesting this, should be sent in advance to the school office. Any child leaving school during the day must be signed out by an agreed adult on departure.

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Start of school day

School drop off is between 8.30am and 8.40am. Learning starts at 8.40am; children who arrive after 8.40am are late as this disadvantages their learning. However, if you are unavoidably delayed in coming to school you must bring your child into the school and sign them in.

Due to the age of the children attending primary school St. Paul's takes the stance that there are no late children, only late parents.

The total number of late marks for the school year forms part of your child's annual report and persistent lateness will be investigated.

End of school day

School ends at 3.10pm.

After School Collection Arrangements

Please send an email (parents@st-pauls-addlestone.surrey.sch.uk), call and leave a message, or complete a green slip at School Reception, if there is a change in collection arrangements. If you would like to add new contacts, who have permission to collect your child please email in and we will add them.

Children in Year 5 & 6 are allowed to leave the school site at 3.10p.m., on their own or with an older sibling, if written permission is given by parents or guardians via the paperwork available from the school reception. You should ensure that your child knows that if they are not met as expected, or if they cannot find the person collecting them, they should go to School Reception to wait, rather than in the car park. Your child must then be collected from the school. Permission to leave alone after clubs is a separate matter and should be requested when registering for the club.

Late Collection

If you are late to collect your child, once all of the other children in the class have been dismissed, your child will be signed into the late collection area at the school reception by a member of staff. On arrival you will sign your child out and they will be brought to you. As soon as you know you are going to be late please call the school, if we are unable to answer the phone please leave a message. This will allow us to reassure your child. Persistent late collection causes concern and will be investigated by the school.

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Car Parking

Space constraints mean that St. Paul's cannot provide any parking for parents at school. We share an entry/exit service road with Jubilee High School. This area is very busy at peak times and we expect our parents to be careful and respectful to all pedestrians, other drivers and local residents, in order to minimise the risk of a serious accident occurring, and to allow access at all times for the emergency services. Wherever possible we would encourage you to walk, or park and walk, to school.

Communication between home and school

Messages

If your call is not answered please leave a message or email. Please only use parents@st-pauls-addlestone.surrey.sch.uk for your emails.

Pupil Records

Please let the School Office know immediately of any change of address or other contact details (email and text are key methods of communication). If parents separate or divorce it is important that the school is informed and, by law, a contact address for both parents should be provided. If a court order relating to custody or access restriction is put in place, or your child has their name changed by deed poll, the school must be informed.

Email Messaging

For speed, and in consideration of the environment, email is our most used form of direct communication for whole school, class and clubs.

Newsletter

Please take time to read the year group newsletters and check the school diary as term dates, changes to term dates, school events and other important dates are often notified first here.

School Diary

The school diary shows all events, including holidays and other school closures, for the next 12 months and is a live document on our website to give you the latest information. <https://www.st-pauls-school.net/parents/school-diary>.

Social Media

The school's Instagram [stpaulskt15](#) and Facebook [StPaulsKT15](#) accounts are where the teachers proudly show what the children have been learning and creating. If you have given consent your child may be included in our posts; no names will be included. You may add or remove your consent at any time.

Payments

Cashless Payments

From time to time we will ask you to contribute towards the cost of trips and events and pay in full for other goods and services. We operate a cashless office system via Scopay and you will receive log-in details for your child's account shortly after they start. If you have more than one child at St. Paul's you will receive a link code for each additional child that joins and this will allow you to manage all of your children's payments from one account. For children in the Junior School you use the same system, with the same login, to pay for school dinners. As the dinner money collected is paid directly into Caterlink's bank account, meal payments must always be made in a separate basket. If you do not have a bank account, or cannot make online payments, please let the school office know.

Lunchtime Arrangements

Universal Infant Free School Meals (UIFSM)

All children, from Reception to Year 2 inclusive, are currently entitled to meals paid for by the government's Universal Infant Free School Meals initiative. They will be offered a packed lunch from the kitchen for school trips that cover the lunch period.

EYFS - Reception Classes

In Early Years Foundation Stage all children start their school life having a school dinner with their new friends. They are supported and encouraged in the dining hall by staff from their classes who will report any concerns they have about a child's eating to the parent or carer. We have found, that by starting the children on school dinners when they enter school, approximately 80% of the children still have school dinners at the end of year 2.

Paid School Meals

When your child joins the Junior School, in Year 3, UIFSM ends and meals will be charged unless you qualify for means tested Free School Meals. If you would like us to check if you qualify for free school meals please contact the school office.

<https://www.st-pauls-school.net/parents/lunches>

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Booking School Meals

We offer a flexible school meal system. Parents book meals via the calendar on the SCOPAY app. There you can see what the meals offers are for each day as you book. The current 3 week rotating menu will be available on our website. You can choose whether you would like your child to have the vegetarian or non vegetarian option, or a jacket potato is available every day. For Years 5&6 only there is an additional offer of a baguette any day they choose. If there is no meal that your child will eat you can provide a packed lunch. A coloured lunch band is allocated to each child indicating what type of meal they have chosen. If your child has a medical condition requiring a modified menu please contact the school office.

Dinner Credits

If your child is absent from school, or leaves due to illness before 10.00 a.m., a credit is given for that day's meal will automatically be credited to your child's account. After 10.00a.m. the meal will have be booked with the kitchen and the meal will be charged.

Means tested Free School Meals (FSM)

If your child qualifies for means tested free school meals, in addition to providing your child with a free school meal, the school receives important extra funding for each qualifying child. The school receives this funding even if your child has packed lunches so we encourage you to apply if you qualify.

If you are not sure if you qualify, or would like details of how to apply, please ask the School Office. All requests are treated confidentially and the children who qualify for means tested free school meals share the same school dinner experience as the other children. Qualifying children are offered a school packed lunch from a small selection for any day trips.

Packed Lunches

Packed lunches should be brought to school in an unbreakable container, clearly marked with your child's name. No cans, glass containers, fizzy drinks or sweets please. As we have children in school with severe nut allergy we ask that packed lunches are **nut free**.

If your child forgets their packed lunch we endeavour to contact a parent, if this is not possible a school meal will be provided. You will be notified and, if your child is in Years 3 to 6, the current Caterlink meal charge will be made.

Medical

Medicines / Illness

The administering of medicines is undertaken at the discretion of the Headteacher. You are encouraged to ask the prescribing doctor that, where possible, medication is prescribed in frequencies which will enable it to be taken outside of school hours. No pupil can be given medication in school without the parent's written consent via a Pupil Medication Request Form available at the school office.

Primary age children should not carry medicines and they must be brought in and collected by an adult, preferably a parent/guardian. Prescribed medication only, that must be in its prescribed packaging, will be administered by school staff just before lunch between 11.45am and 12.00pm. Parents are responsible for ensuring that medicines, including inhalers, do not exceed their expiry date. If you would like your child to have medicine at other times you are welcome to come into school, or designate another adult to come and administer them.

St. Paul's does not have a school nurse, however members of staff have undertaken basic first aid training.

In all cases of a head injury occurring within the school, however minor, we will endeavour to let a parent know by putting a green band on your child's wrist. We may text, call or email if more explanation is required.

If we have treated your child for, or are aware of an injury that is unusual, has left a mark or is in an unusual place, the school office staff will endeavour to let you know. In some circumstances we may call to ask your advice. Alternatively your child's class teacher may talk to you at the end of the day.

In the event of your child vomiting or having diarrhoea they must not come to school for at least forty-eight hours after the last bout of illness, to prevent the spread of infection.

In some instances we may use, or provide your child with, fragrance free wet wipes to clean their body where washing is not possible. We use sterile saline solution should we need to wash eyes. Within the school we may use anti-bacterial/anti-viral spray as a disinfectant on hard surfaces. Chemsorb is used in the school to absorb spills of bodily fluids.

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In an emergency, or for your child's comfort, we will provide a change of clothes for your child if required. Please ensure that they are cleaned and returned to us as quickly as possible for the next child that needs them.

Medical Plans

If your child has more complex medical needs, or an ongoing condition, we will meet with you to create a medical plan to support your child at school. If you are awaiting a diagnosis for a condition, please let the school know and, we will work with you and your child to support their specific needs until a formal plan can be put in place.

Head Lice

The problem of head lice is a recurring one in all schools. In order to address this problem we ask you to take responsibility for checking your children's hair regularly and to treat as necessary. Please report incidents of head lice to the school office to allow management of any headlice outbreak. If a member of staff notices that a child has headlice their parent will be informed and asked to treat. Headlice is not a reason to keep your child off school.



School Trips, Visits and

Activities

Throughout your child's education at St. Paul's we continually strive to make the curriculum relevant and stimulating. One of the exciting ways we enhance classroom teaching is by giving the children meaningful 'hands on' experiences. This can be by going out on a topic related school trip, having visitors come in to school or by a classroom activity that may incur a cost. We work hard at getting 'best value' for all activities, and the contribution we ask you for represents the total cost to the school of the event, divided by the number of children expected to attend. These activities are not funded by the government and any shortfall in contributions has to be paid from St. Paul's School Fund - this is money raised through fundraising by the school community. Whilst no child will be excluded from participating in an activity due to not making a contribution, an activity may be cancelled if insufficient contributions are received.

When a trip/visit or activity has been arranged we will contact you to provide details, ask for your consent, and any contribution or payment due. Local visits e.g. walks to the church or local environment (with no change to lunchtime arrangements) are covered by the environmental consent form you complete in your registration pack.

If your child qualifies for means tested free school meals, or if they are in the infant school, they will be offered a school packed lunch for any trips where a packed lunch is required.

Year 6 Residential Trips/Project Week

The children in Year 6 have the option to take part in a residential visit or to stay in school for fun activities. You and your child will be invited to a meeting where you will be given more information about these exciting opportunities.

Other Items

Milk

All children will be provided with semi-skimmed milk at morning break, at no cost to you, until their 5th birthday. After this you can apply via www.coolmilk.com to purchase subsidised milk for your child in any year group. If your child qualifies for means tested free school meals (not UIFSM) milk is available for your child at no cost to you, please ask at the School Office if you are unsure if you qualify.

Uniform

At St. Paul's School we encourage the children to take a pride in their appearance. Please see the section at the rear of the booklet with full uniform information. If there is a reason your child is not in uniform please let your child's teacher or the school office know as we will ask children if an element of their uniform is missing or unsuitable.

Stationery

The school office keeps a supply of quality stationery items e.g. handwriting pens Large Pritt Glue Sticks (43g), Stabilo whiteboard pens which can be purchased via SCOPAY at very good prices. Please email in if you would like any more information.

Mobile phones / Valuable/ Personal items

If you wish your child to bring a mobile phone to school it must be turned off and left at the office, or with their class teacher. We do not allow smartwatches, smart glasses or any other internet enabled devices.

Personal or valuable items should not be brought into school as a matter of course as things do get lost and the school cannot be held responsible for any loss or damage incurred.



Behaviour

We believe that St. Paul's School should provide a secure environment in which a child can grow in self-confidence and learn tolerance and mutual respect. Through this, children will learn to take responsibility for themselves and others.

Our Behaviour Policy has been formulated with this in mind and this information has been produced to explain how it works in practice and how you, as parents, can help us to achieve the very highest standards of behaviour by reinforcing our policy at home.

Our expectation is that parents/carers commit to supporting our policy on behaviour as well as on other important matters.

Our School Values

Our School Values sit at the heart of everything that we do at St. Paul's. They are displayed in every classroom, and prominently throughout the school.



Our Commitment

- We believe that it is the responsibility of all St. Paul's staff to model the standards of behaviour expected of the children.
- When there is a problem, we will listen, investigate and act fairly and consistently.
- Teachers will teach children the behaviour they expect. Teachers will always make a special point of praising pupils they see being good and behaving in the way that is expected.
- Teachers will begin the school year by discussing with their class the school values and what they mean. Discussion in the classroom will be reinforced during whole school assemblies.
- We will maintain high standards of classroom management and will provide interesting but challenging work that is matched to the ability of the child.
- We will build a partnership with you to gain support for our approach to behaviour management. We believe that if we work together we will achieve our aim of a high standard of behaviour.
- We will explain to new parents our behaviour policy at induction meetings.

Rewards

We believe that positive strategies are most effective in ensuring good behaviour and we will therefore take every opportunity to praise children who embody the school values, whether in the classroom or around the school. Each class will have a system for rewarding good whole-class behaviour and individual children will also be rewarded for good behaviour (as well as good work or effort). The rewards include house points and stickers.

Sanctions

Teachers will ensure that the children know and understand the natural consequences of behaviour that does not meet the school's values. It will be emphasised that if a child does not behave appropriately, it is because he or she has chosen not to, therefore certain natural consequences will follow.

Teachers may discuss a problem, behavioural or educational, with a parent informally at any time. Staff will endeavour to talk to parents about possible problems before they escalate.

On occasion there may be a need for an individual behaviour plan that will be drawn up by the class teacher with the advice of the school's SENCO.

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Bullying Behaviour

Bullying covers physical or psychological abuse of any sort and will not be tolerated. If you suspect that your child is being bullied, please immediately tell your child's class teacher, key stage leader or the Headteacher. You will always be told of any action taken as a result of instances of bullying being reported involving your child.

Suspensions

Temporary or permanent suspension can only be carried out by the Headteacher and would only be used in cases of very serious incidents, such as the use of violence or persistent verbal abuse and only after every other recourse has been exhausted. Such a course of action must follow Department for Education and Local Education Authority procedures. It has far-reaching consequences and will always be clearly documented.



Lunchtimes

The midday supervisors at St. Paul's are made up of classroom staff. This means they have an existing relationships with, or are recognised by, the children and will:

- treat all children fairly and equally
- be friendly and approachable
- stay calm, be polite and give gentle reminders
- always use the child's proper name
- help children engage in collective play
- implement rules consistently

OPAL Play

At St. Paul's we use the Outdoor Play and Learning (OPAL) Primary Programme to improve opportunities for physical activity, socialisation, cooperation, coordination, resilience, creativity, imagination and enjoyment through improved play.

OPAL is based on the idea that, as well as learning through good teaching, your children also learn when they play. As 20% of their time in school is playtime, we want to make sure that this amount of time (equivalent to 1.4 years of primary school) is as good as possible.

One reason we use this programme is that childhood has changed, and many children no longer have their play needs met out of school.

- Average screen time per day is six hours.
- Average outdoor play time per week is five hours.
- Percentage of UK children who only play outdoors with other children at school is 56%.

There are many proven benefits for schools that carry out the OPAL Primary Programme. They usually include: more enjoyment of school, less teaching time lost to disputes between children, fewer accidents and greatly improved behaviour. Play is not messing about. It is the process evolution has come up with to enable children to learn all of the things that cannot be taught, while also having so much fun. There are certain things children must have in order to be able to play. These include:

- Having clothes that they can play in.
- Having things to play with.
- Having a certain amount of freedom.

Please see the website for more information www.outdoorplayandlearning.org.uk

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St Paul's School Uniform

We encourage our children to take a pride in their appearance and believe that wearing school uniform is important in developing a sense of belonging to St Paul's. Our logo school uniform is supplied by Earth Uniform:

www.earthuniform.com/collections/st-pauls-c-of-e-primary-school

For Reception Classes, Year 1 and Year 2

Classroom Uniform

Black school trousers, black school shorts/Black school skirt / pinafore dress
(dress/skirt/shorts on the knee or longer)

St. Paul's V neck navy blue cardigan or V neck jumper

Pale blue polo shirt

Black socks or tights

Black school shoes (not boots, trainers or fashion shoes)

Summer Term (after Easter) Options

Blue & White checked summer dress

White socks

Bag

St. Paul's logo book bag only

PE & Outdoor Kit

Pale blue polo shirt

Navy blue shorts

St. Paul's V neck navy blue cardigan or V neck jumper

Plain (white or black) trainers and wellington boots (boots named to stay at school)

Reception & Y1 waterproof trousers for Forest School

Some PE, and all Forest School lessons will take place outside so your child will need to come to school with a suitable, waterproof, outdoor coat.

Optional Extra PE& Outdoor Kit Items

St. Paul's logo sweatshirt (available from Earth Uniform) for wearing on P.E. /Games days only for the classroom and for PE/games lesson

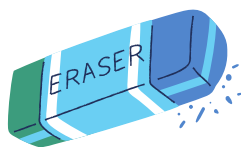
Plain navy blue jogging bottoms, leggings

Plain navy blue sweatshirt (not for use in the classroom)

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Infant Uniform



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St Paul's School Uniform

For Year 3, Year 4, Year 5 and Year 6

Classroom Uniform

Black school trousers, black school shorts, Black school skirt, pinafore dress
(dress/skirt/shorts on the knee or longer)

St. Paul's V neck navy blue cardigan or V neck jumper

White closed neck school shirt (long or short sleeve), to be worn tucked in, and St.
Paul's school tie

Black socks or tights

Black school shoes (not boots, trainers or fashion shoes)

Summer Term (after Easter) Options

Blue & White checked summer dress

White socks

Bag

From Y3 any backpack/bag that can neatly hold schoolwork is. In Years 5 and 6 ,
each child has a small locker & all of the child's bag & coat must fit in the locker.

PE and Outdoor Kit

Pale blue polo shirt

Navy blue shorts

St. Paul's V neck navy blue cardigan or V neck jumper

Plain (white or black) trainers and wellington boots (named to stay at school)

Some PE lessons will take place outside so your child will need to come to school
with a suitable, waterproof, outdoor coat.

Optional Extra PE& Outdoor Kit Items

St. Paul's logo sweatshirt (available from Earth Uniform) for wearing on P.E. /Games
days only for the classroom and for PE/games lesson

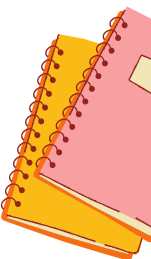
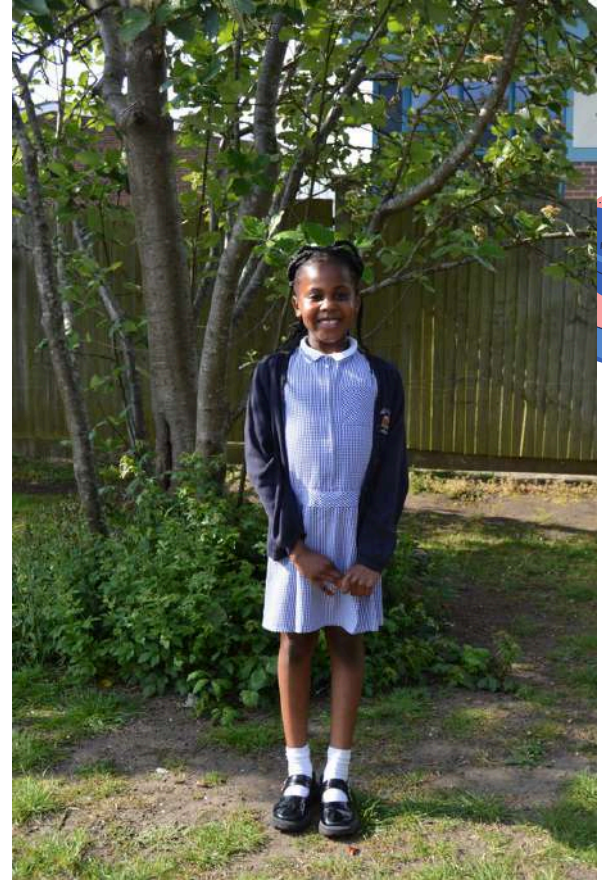
Plain navy blue jogging bottoms, leggings

Plain navy blue sweatshirt (not for use in the classroom)

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Junior Uniform



Other important notes on uniform

Pre-Loved Uniform

We hold half termly pre-loved uniform sales. If you need something urgently please email the school office who will be happy to see if the item(s) you need are available. If you have difficulties buying uniform please let us know, your concerns will be treated confidentially.

Laces

If your child has lace up shoes or trainers, for their safety, independence, and self-esteem please ensure that they can confidently tie and untie them before they wear them to school.

Jewellery, Make-up & Hair

- Children may not wear jewellery except for small plain studs (no hoops) if they have pierced ears. Earrings must be removed during all P.E. and other sporting activities including swimming. Teachers are not permitted to remove earrings. If earrings are taped this must be done by parents or by the child if they are old enough. We do not provide tape or plasters for this.
- No make up of any kind, including nail varnish, is permitted - nail varnish remover may be used to remove varnish worn in school. Miscellar water for sensitive skin may be used to remove make up. We do not allow false eyelashes, false nails, hair extensions etc.
- Hair that is shoulder length or longer should be tied up. Hair ties, clips and bands must be plain and not "fashion items".
- Extreme hairstyles are not appropriate for school. The use of styling products should be kept to a minimum and children should not have decorative patterns cut into their hair, have hair coloured or dyed, or have coloured extensions/weaves etc.

PLEASE MAKE SURE THAT ALL CLOTHING WORN TO SCHOOL IS CLEARLY MARKED WITH YOUR CHILD'S NAME.

It is not possible to return un-named clothing.

Role of the Parents

We believe that one of the responsibilities of parents is to ensure that their child has the correct uniform and PE kit, that it is clean, in good repair and that the child's name is on all items. If a parent has difficulties for any reason fulfilling this request they are asked to speak confidentially to the office manager, or a senior member of staff, to discuss the issues. Parents should be assured that we will do all we can to help.

Children wearing non-school uniform clothing may be loaned an appropriate item from our pre-loved to wear for that day and parents will be contacted to discuss the matter. If there are reasons, for example on religious or medical grounds, why parents want their child to wear items that differ from the school uniform the school will consider such requests sympathetically. If any parent would like to request a modification to the uniform policy they should, in the first instance, contact the Headteacher.



Home School Agreement

A Home School Agreement is a statement explaining your child's school's aims, values, policies and procedures, its responsibilities towards its pupils, the responsibilities of the pupil's parents, and what is expected of pupils.

At St Paul's C of E Primary School, we recognise each child as an individual, and aim to give all children every opportunity to realise their full potential. We believe that a close partnership between the school, parents and the child is essential if we are to achieve this aim.

It is therefore an expectation that all parents who wish their children to attend St Paul's C of E Primary School adhere to our Home School Agreement.

We also ask parents to ensure they share the Home School Agreement with their child, and we will also discuss this in school.

The Responsibilities of the School

At St Paul's C of E Primary School, we will:

- Support your child's wellbeing and safety by providing a safe and happy environment where all children are valued, respected, and listened to.
- Teach and encourage children to always do their best and achieve their full potential.
- Develop positive values and a caring attitude towards the school community and the environment.
- Teach your child about our school values: Friendship and Co-operation, Achievement of Excellence, Integrity, Trust and Respect, Health and Wellbeing.
- Provide a broad and balanced curriculum which challenges your child to reach their potential and fulfils the requirements of the National Curriculum, meeting the individual needs of every child.
- Achieve high standards of behaviour by providing opportunities for children to develop positive social relationships, self-esteem, and a sense of responsibility.
- Teach your child to develop a positive attitude to others, regardless of age, disability, gender reassignment, race, religion or belief, sex, marriage, or civil partnership.
- Keep parents informed about school activities through newsletters, emails, website.
- Monitor the progress of children and provide advice and guidance to support their learning.
- Be welcoming and offer opportunities for parents/carers to become involved in the daily life of the school.

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- Treat children fairly, care for them well and ensure their happiness.
- Help your child to develop a sense of responsibility, be considerate of others, and support them to make the right choices.
- Allow children safe and secure use of the internet through a combination of site filtering, supervision and by fostering a responsible attitude in all pupils, in partnership with parents.
- Respond to communications from parents and carers in a timely manner, following school policies and procedures.
- Encourage excellent attendance and punctuality.



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The Responsibilities of the Parents/Carers

All parents/carers will:

- Having chosen St Paul's C of E Primary School for your child, accept the school's aims, policies, and procedures, positively supporting the school.
- Ensure your child wears the correct school uniform and follows the school dress code.
- Ensure that your child attends school punctually every day during term time, unless there is a good reason for absence (e.g. illness).
- Notify the school by email or telephone in the event of absence.
- Support the school's policies and guidelines on learning, behaviour, attendance, and uniform.
- To support the school values: Friendship and Co-operation, Achievement of Excellence, Integrity, Trust and Respect, Health and Wellbeing.
- Attend parent/teacher meetings to discuss your child's progress.
- Keep the school informed of any changes in circumstances (i.e. address, phone number, emergency contacts etc.).
- Promptly inform the school of any concerns or problems that may affect your child's learning, behaviour, or happiness at school.
- Support school in the teaching of safe and secure internet use at home.
- Treat all members of the school community with respect and politeness.
- Regularly read information on the website and school communication via emails so that you are kept-up to date with important details of relevant policies, meetings, events and information about your child.
- Work in partnership with the school.

The Responsibility of the Child

My child will:

- Always try my best and work hard to learn.
- Be respectful towards others and behave in a safe and responsible way.
- Accept responsibility for the things that I do and to reflect on my behaviour and learning, and to learn from all experiences.
- Come to school on time every day.
- Wear the correct school uniform by following the school dress code.
- Use the internet safely as I have been taught in class.
- Talk to a grown-up if I have a problem.
- Demonstrate the school's values: Friendship and Co-operation, Achievement of Excellence, Integrity, Trust and Respect, Health and Wellbeing.
- Take good care of the school equipment, school environment and living things.
- Be ready for learning.

ST PAUL'S C OF E PRIMARY SCHOOL

Code of Conduct for Parents, Carers and Visitors

At St Paul's we work very hard to adhere to our school values and ensure that our school is a safe and friendly place to be, for pupils, staff and all other members of our school community. We are very fortunate to have an overwhelmingly supportive and friendly parent body. The vast majority of our parents recognise that educating children is a process that involves partnership between parents, teachers and the school community. As a partnership, our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents and carers to participate fully in the life of our school.

The purpose of this Code of Conduct is to provide a reminder to all parents, carers and visitors to our school about the expected conduct to ensure a safe and positive environment for our children.

It is our expectation that all parents, carers and visitors to the school will abide by this Code of Conduct at all times whilst on or around the school site.

Code of Conduct

We expect parents, carers and visitors to show respect and consideration for others by:

- Allowing plenty of time so that children arrive for a punctual start to the school day, to avoid disruption to their own learning and that of the entire class.
- Supporting the respectful, Christian ethos of the school by setting a good example in their own speech and behaviour towards all members of the school community, both on the school premises and in its immediate area; and via any form of communication.
- Working together with staff for the benefit of the children by following the school's agreed escalation procedure to raise an issue or concern. This is usually class teacher first, then key stage leader, senior leader, Headteacher. The school will respond and clarify specific events, issues and queries, having investigated if necessary, in order to bring about a positive solution. If it is still felt that the concern is not resolved, then to follow the Surrey County Council "Complaints Policy and Procedures" which can be found on the policies page on our website.
- Respecting the school environment, including keeping the school tidy by not littering.
- Parking carefully and in good time for the safety of the children and all others.

ST PAUL'S C OF E PRIMARY SCHOOL

- Not entering the classrooms unless invited in for a specific event, or signed in for volunteering purposes e.g. if a child is late – to go to the main school entrance to be signed in.
- Not bringing animals onto the school grounds for health and safety reasons, unless it is for educational purposes and with the express prior permission from the Head of School.
- Reading the half termly year newsletter and calendar to ensure you are fully informed of school events and updates.
- Requesting appointments and leaving messages for the class teachers by emailing parents@st-pauls-addlestone.surrey.sch.uk whenever possible, in order to minimise congestion at classroom doors and the school office at busy times of the day.

In order to support the Christian ethos of our school, and to ensure that all adults are positive role-models for our children at all times, we will not tolerate:

- Adults displaying disruptive behaviour which interferes with teaching, learning or administration within the school.
- The use of loud and/or offensive language (including swearing) or displaying temper towards members of staff, children or other adults either in person, on the phone or via emails.
- Any threatening, aggressive or intimidating conversations or behaviour towards another adult or child.
- Smoking, including e-cigarettes and vaping devices, or being under the influence of alcohol or drugs on the school premises.
- Any deliberate damaging or destroying of school property.
- Abusive or threatening e-mails or voicemail/phone messages or other written communication.
- Defamatory, offensive or derogatory comments regarding the school by any of the pupils/parents/staff at the school, including on any social media site

Please be aware that parents, carers and visitors are allowed on to school site by permission of the school, however this permission can be withdrawn if deemed necessary. Should any of the above behaviour occur on or near the school grounds, the school may feel it necessary to contact the appropriate authorities and if necessary, ban the offending adult from entering the school grounds.

ST PAUL'S C OF E PRIMARY SCHOOL

Being positive “digital role models” for our children

Use of social networking sites

Whilst intended to be friendly communication tools, social media websites and apps can sometimes be used to fuel campaigns and complaints against schools, school staff, and in some cases, other parents or pupils. As a school, we strongly discourage the use of social media sites being used in this way, and feel that it is unacceptable to use social media sites to criticise, or make unsubstantiated comments about the school or any members of the school community. We believe that it is in the best interests of the children and all concerned that any issues are raised through the appropriate channels by following the escalation procedure outlined above, so they can be dealt with fairly and appropriately without breaching confidentiality.

In the event of any posts on social networking sites being found to be potentially libellous or defamatory, the matter will be investigated and the originator may be reported to the appropriate authorities. In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites.

We expect that parents would make all persons responsible for collecting their children aware of this Code of Conduct.

Thank you for your continued support in making our school a safe place for all.

We are all part of God's family
We will try our best, and love, respect and care for others
As Jesus teaches us.



ST PAUL'S C OF E PRIMARY SCHOOL

Privacy Notice for Parents and Pupils

How we use personal information

We collect and use personal information:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services and how well our school is doing
- statistical forecasting and planning
- to comply with the law regarding data sharing

The categories of personal information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons) and exclusions
- Assessment information
- Modes of travel
- Relevant medical, special educational needs and behavioural information

The General Data Protection Regulation allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category Information, we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Children's Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

The School and Trust collects and uses pupil information to comply with legal obligation and protection of vital interests (Ref: Article 6, and Article 9 where data processed is special category data from the GDPR).

Collecting personal information

Whilst most personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this. Where we are using your personal information only based on your permission you may ask us to stop processing this personal information at any time.

Storing personal data

We hold pupil data for / in accordance with our retention schedule which can be viewed on the GDPR page on our school website. This is based on the Good Shepherd Trust's Retention Schedule and the DfE Data Protection Toolkit for Schools.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- The Good Shepherd Trust
- Ofsted
- our local authority
- Children's Services
- the Department for Education (DfE)
- Health Professionals (school nurse, educational psychologist, speech, and language, CAMHS, EMTAS)
- SEND professionals or educational settings

Why we share pupil information

We do not share personal information with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

ST PAUL'S C OF E PRIMARY SCHOOL

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

ST PAUL'S C OF E PRIMARY SCHOOL

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:
<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the school office.

You also have the right, subject to some limitations to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased, or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

Please contact the school office parents@st-pauls-addlestone.surrey.sch.uk if you would like to discuss anything in this privacy notice further.

ST PAUL'S CHURCH OF ENGLAND PRIMARY SCHOOL
AN ACADEMY IN THE GOOD SHEPHERD TRUST
JUNE 2026