



St Bonaventure's Catholic Primary School

Egerton Road
Bishopston
Bristol
BS7 8HP

Telephone: 0117 353 2830 Fax: 0117 353 2874

Email: st.bonaventures.p@bristol-schools.uk

Website: [//www.st-bonaventures.bristol.sch.uk](http://www.st-bonaventures.bristol.sch.uk)

Information for New Parents

2016-2017

'Striving to be the best we can, guided by the light of Christ'

Welcome from the Headteacher

St. Bonaventure's is a highly regarded Catholic primary school whose aim is to provide a nurturing environment in which every child and adult feels valued. This involves intellectual, social, moral, spiritual and physical development enabling each child to reach their potential.

As a parent, carer or family member with children starting at our school, we want you to feel as comfortable, informed and welcome as possible, and this guide aims to provide you with all of the information you need at this important and exciting time.

St. Bonaventure's is however, moving towards a culture of online communications (web, email, text messaging) in order to make engagement between parents/carers and the school quicker, more efficient, and more environmentally friendly, and we therefore encourage you to make full use of our website as your primary source of information.

If you have any other questions, needs or concerns however, then please do not hesitate to contact the school and we will be delighted to help. You will find our contact details in this guide.

We wish you and your child a very happy time at St. Bonaventure's.



Mrs Lucille Charles B.Ed (Hons)
Headteacher

ABSENCES FROM SCHOOL

It is a legal requirement for children to attend school so they should not be absent without an explanation. It is essential that we are informed of any absences by 9.30am by either emailing us at st.bonaventures.p@bristol-schools.uk (with "absence" in the subject heading) or leaving a message on the attendance line (0117 353 2831). If we do not hear from you by this time, you will receive an automated message prompting you to contact us and we do ask that you do respond to us as quickly as possible.

Sickness: If your child is not well enough to attend school (e.g. they were sick or have had a high temperature within the past 24 hours) please email st.bonaventures.p@bristol-schools.uk or leave a message on the attendance line (0117 353 2831) before 8.30am. You do not need to phone in for subsequent days but should send in a note upon their return to school. Please note that you will need to contact Kidzone on 07784 730 086 to inform them separately.

Medical appointments: If your child has to attend a medical appointment (dentist, doctor etc) please provide a note in advance for the teacher. You may be asked to provide us with a copy of medical certificate/appointment card/letter for your child's file if your child has to attend regular appointments. If your child needs to be removed from St. Bonaventure's during the school day for an appointment, you should come to the school office to sign them in/out and a member of staff will collect your child for you. To avoid disruption to the school day we would urge parents/carers wherever possible to make appointments for outside of school time.

Any other absences: If it is necessary for you to remove your child other than for sickness or a medical appointment, you should complete an absence request form at least 2 weeks in advance (unless for emergency reasons). Forms are available from outside the school office or on the school website. Each request will be considered individually by the Headteacher in line with DfE's guidance and can only be authorised in exceptional circumstances. Please note we are unable to authorize absence for holidays.

AFTER SCHOOL CLUB 'KIDZONE'

'KidZone' is the name of our provision for pre and after school care, known as Breakfast Club (see separate entry) and After School Club. The After School Club is available five days a week from 3.15pm to 5.45pm. Advanced booking and payment is required two terms in advance and all enquiries should be made through the school office. Information on the current cost of sessions is available on the school website or from outside the school office. For any further enquiries please contact Penny in the school office. If you need to cancel a booking on any given day, it is very important that you inform KidZone by ringing the following mobile number: 07784 730 086.

BEHAVIOUR

At St Bonaventure's children are expected to respect each other, school staff and school property. Our emphasis is on the positive aspects of attitude and behaviour based on gospel teachings. A copy of our Behaviour Policy is available on our school website or a copy can be emailed to you upon request.

BOOK BAGS

Book bags are available from the school's uniform supplier Famous School Branches (FSB) based on Henleaze Road. Their website is <https://store.famousbranches.com/st-bonaventures-rc-primary-school>. Book bags are an extremely useful way for young children to carry books to and from school. Any letters sent home are put in children's book bags so this helps to ensure that all communications reach home. Please check your child's book bag regularly.

BREAKFAST CLUB (ALSO PART OF KIDZONE)

Our Breakfast Club runs from 8.00am-8.50am and is held from Monday to Friday. Children are offered a delicious range of food (cereal, toast, bagels, fruit etc) and also activities to do if they finish breakfast early. All enquiries should be made through the school office, where Registration and Booking Forms can be completed. Booking forms can also be found on the school website. Advanced bookings and payment is required two terms in advance. Information on the current cost of sessions is available on the school website or from outside the school office. For any further inquiries please contact Penny Southgate in the school office.

BULLYING

Good relationships are a strength of our school and children are encouraged to share worries and ask for help. We aim to create an open atmosphere in which reporting incidents of injustice is seen as being responsible rather than telling tales. Staff are vigilant in monitoring bullying behaviour. A copy of our Anti Bullying Policy is available on our school website or a copy can be emailed to you upon request.

CAR PARKING

Please note that parking in the locality of the school is very difficult and so we encourage our families to "park and walk". Please do not use the staff car park and avoid parking in the Parish car park (which does not belong to the school). There is a drop off zone in the Parish car park which can be used before 9.00am. We ask that you do not park in Friary Lane or at the top end of Egerton Road as this creates an unsafe route to school for many of our children, and we encourage parents/carers to act responsibly and to be respectful of our neighbours when parking anywhere in the vicinity of the school. Unless you are a blue badge holder, please do not park in the disabled spaces in the parish car park or the staff car park.

CHILD PROTECTION

From time to time, photographs or films may be taken of your child at school and used on displays, for assessment purposes, presentations to parents/carers, or in group shots for the school website. Children on photographs will not be directly named, but if you have any objections to your child's photograph being used in these ways, please email the school, stating your objection.

CLUBS

Our extra-curricular clubs are not generally for Reception, but are aimed at Key Stage 1 (years 1 and 2) and Key Stage 2 (Years 3-6) children. St Bonaventure's hosts several

clubs each year with most of them run voluntarily by teachers and staff of the school. A few are run by outside agencies and for these clubs you will need to address any queries to the relevant organisation, not the school. Information about all of our clubs will be given out at the beginning of the academic year, and regularly in our weekly newsletter.

If a club has to be cancelled, we will notify parents via the school newsletter which is published on Fridays, or on the school website. Please make sure you refer to these if you are not sure if a club is on.

Our regular after school club, "KidZone", is available five days a week, from 3.15pm to 5.45pm. Please contact Penny Southgate in the school office for further information.

COMMUNICATION (SCHOOL TO PARENTS/CARERS)

St. Bonaventure's is progressively moving towards a culture of electronic communications (web, text messages and email) in order to make engagement between parents/carers and the school quicker, more efficient, and more environmentally friendly. We strongly encourage all parents/carers to provide up to date email addresses and mobile numbers for this purpose (note: any details you provide will not be used for any other purpose or passed to any third parties). Where parents express a preference however, paper copies can be provided as an alternative to electronic communications, and in this instance all letters / communications will be sent home in your child's book bag. Text messages and emails are sent via our online communication system known as School Gateway. To register, put the words School Gateway into your search engine, then all you will need is the email address and mobile phone number that you have given St. Bon's.

EMAILS, THE DROP BOX AND THE TUB

Email is the school's preferred method of communication from parents/carers - see Contact Information (School) below (*except for emergencies when you should telephone the school*). We recognise however, that email may not always be appropriate or available, and all paper correspondence - and payments - should be deposited in the "Drop Box" outside the school office. If you have to bring something in for your child (e.g. forgotten lunch box, swimming kit), please tell your child that you will put it in "The Tub", a large wooden container also outside the school office. Children are told to check here first if they have forgotten any item.

If your child is unwell and will not be in school, you can email the school or leave a message on the attendance line (0117 353 2831).

COMMENTS, COMPLAINTS & SUGGESTIONS

The school aims to work in partnership with parents and maintain open and positive relationships. From time to time parents may express concern or make a complaint about some aspect of conduct or operation of the school. Parents can mention any concerns to class teachers or to the Headteacher. To contact your child's class teacher or the Headteacher, please email the school on st.bonaventures.p@bristol-schools.uk marked clearly with yours, your child's and their teacher's name. You should state the nature of your query and whether you would like to be contacted by telephone, via email or would like to set up an appointment to meet with staff, either before or after school. Alternatively, you can email direct using the addresses on the 'Contact Us' page of the school website.

If you would like to be contacted by telephone please also include your telephone number.

Your email will be forwarded to the appropriate person who will get back to you within 48 hours unless urgent when you should expect to be contacted the same day. Alternatively you can telephone the school or attend in person and the office staff will forward your message to the relevant teacher. Most complaints will be dealt with informally but the school has a procedure to ensure that any concern or complaint you may have is properly investigated. A copy of the school's Compliments and Complaints policy can be found on the website.

If you wish to contact a member of the Governing Body you can do this via email as above or if confidential, you should write in and your letter will be passed on to the Clerk to the Governors for onward transmission.

CONTACT INFORMATION (PARENTS/CARERS)

It is vital that the school has up to date contact information for all parents/carers at all times. All parents/carers must complete a Contact Information Sheet at the start of each academic year and deliver it to the school office immediately. Please also let us know straight away of any phone number, email or address changes.

CONTACT INFORMATION (SCHOOL)

St. Bonaventure's Catholic Primary School Telephone: 0117 353 2830
Egerton Road Attendance Line: 0117 353 2831
Bishopston
Bristol BS7 8HP

Email: st.bonaventures.p@bristol-schools.uk
Website: www.st-bonaventures.bristol.sch.uk

Headteacher: Mrs Lucille Charles
Deputy Head: Mrs Sarah Ballantine
Assistant Head: Mrs Steph Woolley

Business Manager: Ms Carol Simpson

Office Staff

Ms Penny Southgate, Mrs Anne Wilkes
Mrs Helen Mohan, Mrs Clair Noto,
Mrs Clare Benjans

Caretakers

Mr Richard Bowyer
Mr Robert Shortman

The school's preferred method of communication is email because it is more efficient and we have an audit trail, but urgent messages must be telephoned in please.

DIETARY REQUIREMENTS

If your child has special dietary requirements it is your responsibility to inform the school and its catering company, Eden Foodservice. The school should be informed in writing by email or letter. A special dietary requirements form is required for Eden, and these can be obtained from the school office or on the website.

DROP OFF AND COLLECTION

St. Bonaventure's understands that most parents/carers will want to take their child to class on his/her first day, but we ask that this is done quickly to enable teachers to start registration as soon as possible. Normal practice is for parents/carers to leave children in

the playground with their friends and teachers (a member of staff is on duty from 8.30am), but any parents/carers remaining are asked to stand at the edge of the playground once the bell has been rung and allow the children safe passage to their classrooms before leaving the school grounds.

EVENTS

St Bonaventure's has a very active calendar with events being added throughout the year. For updated information please refer to the school calendar published weekly in the school newsletter and on the school website.

GOVERNING BODY

The Governing Body comprises 14 governors (2 parent governors, 2 staff governors, 1 governor appointed by the Local Authority, 1 co-opted governor and 8 foundation governors appointed by the Bishop of Clifton). The governors volunteer their time and energy to support the school in raising educational standards by acting as a "critical friend" to St. Bonaventure's. Their responsibilities include:

- Working with the Headteacher to determine the overall direction of the school
- Overseeing the budget
- Helping to recruit staff
- Monitoring school performance
- Advising on, and maintaining school policy and procedures

Further details about the work the governors do are available on the school website.

HOUSES

From Year 1 upwards, all children at St Bonaventure's are allocated to one of four houses, St Andrew's, St Patrick's, St George's and St David's. Children will be informed of which house they will belong to once they move up to Year 1, and they will usually be placed in the same house as their siblings.

INSET DAYS

The school holds 5 inset days each academic year; this is when the school will be closed to children to allow for staff training – details of when these will be are published in the school calendar available on newsletters and on the school website.

INTERNET

There is internet access throughout the school and all year groups have access to a bank of 30 netbooks. Children are taught about e-safety and how to keep themselves safe whilst online.

MEDICAL INFORMATION

If your child has a chronic medical condition that will require St. Bonaventure's to hold medication for them (e.g. asthma, allergies etc.) you will need to let us have a Health Care Plan and a completed Administration of Medicines Permission Form to enable us to

administer the medicine during the school day. Copies of these forms can be obtained on our website or from outside the school office. Please note that in line with our Administration of Medicines Policy we can only administer prescribed medication for chronic conditions and not short-term courses e.g. antibiotics. Should you wish your child to have any other type of medicine, we are happy to make arrangements for you to attend the school to administer the medicine to your child.

MILK

All children are entitled to a 1/3 pint carton of milk until the day of their 5th birthday (if your child does not drink milk, please inform their teacher so that they can be provided with water instead). Once a child reaches the age of five, you can arrange for them to continue to have milk by contacting the school's milk provider, School Milk Services Ltd, Manor Farm, Collum Lane, Kewstoke, BS22 9JL (Tel: 01934 510950) or by picking up a form outside the school office. You will be required to pay the milk provider directly: they will send the milk to school with a list of who is to have it and the school will ensure it is distributed during morning break.

MUSIC LESSONS

We offer private guitar, violin, piano and brass lessons at St. Bonaventure's in addition to our curriculum recorder lessons. Guitar, violin and brass lessons are taught in groups and piano lessons are taught individually. Information about classes including the current cost is contained on the school website. We do not normally advise that children start music lessons until at least Year 2, and for Brass it is important that children have their adult front teeth. There are currently waiting lists for all instruments - if you would like your child to be placed on the waiting list please contact the school office. We will then contact you when a space becomes available. You will need to pay for lessons in advance to secure your place.

NEWSLETTER

A weekly newsletter is written and circulated weekly via email, and placed on the website to keep you informed of what is going on in school. If you are not receiving the newsletter and would like to, please let the school office know and we will check that we have an up to date email address for you.

OFSTED

St. Bonaventure's last Ofsted Inspection took place in June 2013. The overall effectiveness of the school was judged to be 'Good'. Here are some extracts from the report:

"Pupils' behaviour and attitudes are stunning. They are passionate about learning and care deeply about their work and each other."

"Children in Reception have an outstanding start to their school life in school."

Our most recent Diocesan Inspection took place in September 2013 when we were judged to be 'Outstanding'.

OUTDOOR CURRICULUM

Our children go outside in all weathers! Please ensure that your children have suitable clothing for outdoor activities (hats, coats, gloves in winter and caps in the summer). When the weather is very sunny and hot, please also make sure you give your child an application of all-day high factor sun cream (we do not hold sun cream in school).

PARENTS' EVENINGS

Parents' evenings take place twice a year, between 16.00–19.00 on two evenings in October and March. You will be informed of exact dates and invited to express an appointment time preference prior to each one taking place.

PARENTAL INVOLVEMENT

St. Bonaventure's encourages all parents/carers to be involved fully in their child's education and as such are welcome to come into school to help in the classroom, and give any broader assistance you may be able to offer the school, whatever your area of expertise. See 'Volunteering' below.

PAYMENTS

There will be a number of things that will require payment throughout your child's career with us namely, school meals, residential camps, trips, music lessons, etc. The school does not send out invoices and therefore expects all parents/carers to forward payments in a timely fashion.

Payments to the school can be made by:

- Online – via School Gateway. You will receive a letter in your pack about this with instructions about how to sign up for the app on your mobile or tablet.
- Cash – please put money in a sealed envelope (available in the office), stating clearly what it is for, your child's name and class and placing it in the 'Drop Box'.
- Cheque – state clearly on the reverse what it is for, your child's name and class and place in the Drop Box (it does not need to be put in an envelope). Cheques should be made payable to 'Bristol City Council' please, unless otherwise stated.

The Governing Body reserves the right to apply an administration fee of £5 for the second and each successive reminder letter sent home regarding an outstanding debt. The application of an administration fee of £5 also applies in the case of second and successive reminders for the collection of school meal charges.

PE (PHYSICAL EDUCATION)

Children will require a PE kit consisting of a pair of navy shorts, white St Bon's logo crew neck t-shirt (not school polo shirt) and trainers (warm navy blue track suits may be worn in cold weather). These items should be kept at school in a named PE bag. Children also go swimming at Horfield Swimming Pool from Year 2, and you will be notified which term this is likely to be in due course. Costumes (1 piece) for girls, trunks for boys, towels, hats and goggles are required. Please ensure that all items are clearly named.

POLICIES

Copies of all school policies are available on the St. Bonaventure's website. If you cannot find what you are looking for please email the school and ask for a copy to be sent to you.

PTFA (PARENTS, TEACHERS, FRIENDS ASSOCIATION)

The PTFA is a group of parents, teachers and friends who work together to raise funds for the school. You automatically become a member of the PTFA when your child joins the school. If you would like to learn more about how you can help, information on who to contact is available on the school website and in newsletters.

RELIGIOUS EDUCATION & CHURCH VISITS

Religious Education is seen very much as a way of life led by children and staff. To enable our children to grow in the knowledge of their faith, they follow the 'Here I am' RE Scheme of Work. Attending mass is also an important aspect of school life and important events of the Liturgical Year - Advent, Christmas, Lent, Easter and main Saints' Days - are celebrated. Knowledge and understanding of other faiths and cultural traditions is part of the RE curriculum.

SCHOOL DAY, THE

The school day starts with the bell at 8.50am, with break time at 10.30am and lunch from 12.15pm to 1.15pm. School ends at 3.15pm. The playground is supervised from 8.30am and children should be on the playground by 8.45am to ensure they can line up in their classes and with their teachers, promptly at 8.50am. The day starts with a school prayer on the playground after the bell has rung. If you arrive after the bell has rung please encourage your child to stop and join in the prayer before joining their line.

The words of the prayer are: *"O my God I give to you all I think and say and do. All my work and all my play I will give to you today."*

SCHOOL DINNERS

Your child may bring a packed lunch or have a school dinner.

Packed lunch: St Bonaventure's is a Healthy Eating, nut free school so if you are providing your child with a packed lunch it should contain healthy foods such as sandwiches, yoghurts, fresh fruit, cereal bars etc. – paying particular attention that none of the food items contain nuts. We do not allow sweets or chocolate.

School dinners: Details of the current cost of a school meal are available from outside the school office or on the school website and meals must be paid for in advance, either on the Monday of each week, or monthly or termly. A copy of the school menu is available from outside the school office and on the website. Cheques must be made payable to Bristol City Council and marked clearly with "School lunches" and your child's name and

class. If you are paying for several siblings with one cheque, the amount per child, and their class, should be stated on the reverse: for example:

Harry Thompson RH £11.25
Sarah Thompson 3T £6.75
Aaron Thompson: 6GW £2.25

When the teacher takes the register in the morning she/he will ask each child if they are having a packed lunch or school dinner. Cold and vegetarian options are also available - if your child is a vegetarian you must inform the school in writing at the beginning of the school year to ensure that they are guaranteed to be given the vegetarian option (also see DIETARY REQUIREMENTS above). If your child does not usually follow a vegetarian diet, but would like a vegetarian meal on a particular day, they must inform their teacher at registration.

SCHOOL TRIPS

To avoid unnecessary administration St. Bonaventure's asks all parents/carers to complete an Educational Visits Form at the start of each academic year to cover all off-site visits. Parents/carers are notified of all trips in advance. Please complete this form and return to St. Bonaventure's. Please notify the school immediately of any changes. To assist the school with the costs of these trips, a 'one off' payment (OOPs) will be asked for at the beginning of each academic year. This is a voluntary payment, and no child will be excluded from a trip if their parents have not paid, however trips may not be able to go ahead if sufficient monies are not collected. You may contact the Headteacher or School Business Manager in strictest confidence if you are unable to contribute due to financial hardship and the school will do its utmost to help you.

SICKNESS & ABSENCE

It is a legal requirement for children to attend school so they should not be absent without an explanation. It is essential that we are informed of any absences by 9.30am by either emailing us (with "absence" in the subject heading) or leaving a message on the attendance line. If we do not hear from you by this time, you will receive an automated message prompting you to contact us and we do ask that you do respond to us as quickly as possible.

Sickness: If your child is not well enough to attend school (eg. they were sick or have had a high temperature within the past 24 hours) please contact us (as above) on the morning of their first day of absence. You do not need to phone in for subsequent days but should send in a note upon their return to school. Please note that you will need to contact Kidzone to inform them separately.

Medical appointments: If your child has to attend a medical appointment (dentist, doctor etc) please provide a note in advance for the teacher. You may be asked to provide us with a copy of medical certificate/appointment card/letter for your child's file if your child has to attend regular appointments. If your child needs to be collected from St. Bonaventure's during the school day for an appointment, you should come to the school office to sign them in/out and a member of staff will collect your child for you. To avoid disruption to the school day we would urge parents/carers wherever possible to make appointments for outside of school time.

Any other absences: If it is necessary for you to take your child out of school for anything other than for sickness or a medical appointment, you should complete an absence request form at least 2 weeks in advance (unless for emergency reasons). Forms are available from outside the school office or on the school website. Each request will be considered individually by the Headteacher in line with DfE's guidance and can only be authorised in exceptional circumstances. Please note we are unable to authorize absence for holidays.

SNACKS

Children may bring in a snack for morning playtime. This can be a piece of fruit, raw vegetable or a cereal bar (chocolate and sweets are not allowed). We operate a 'no nuts' policy so please ensure that snacks do not contain nuts. All children in Reception, Year 1 and Year 2 are offered a free piece of fruit at morning break each day as part of the Government's free fruit scheme.

SPORTS DAY

Sports days usually take place towards the end of Term 6 (early /mid July) and start at 9am in the morning. We hold a separate morning for children in Reception/KS1 and children in KS2. Details of actual dates (including a reserve date if the weather is not suitable on the first date) are available on the school calendar which can be found on the website.

ST BON'S LOTTERY

This is how you can help enhance life at St Bonaventure's Primary School and maybe win some money as well. Participants pay £5 per month preferably by standing order and are allocated a participant number. Once a month, numbers are drawn at random and the holders of the winning numbers win cash prizes ranging from £5 to £50.

TERM TIMES

- **Term 1** Thursday 1 September to Friday 21 October 2016 (1st and 2nd are Inset Days)
- **Term 2** Monday 31 October to Friday 16 December 2016
- **Term 3** Tuesday 3 January to Friday 10 February 2017
- **Term 4** Monday 20 February to Friday 7 April 2017
- **Term 5** Monday 24 April to Friday 26 May 2017
- **Term 6** Monday 5 June to Friday 21 July 2017

Please note there will be three more Inset days this year, these are still to be set at the time that this booklet was printed.

TIMETABLE

Reception children will attend part time for the first two weeks, either in the mornings during the first week and afternoons in the second week or vice versa. During the third week children will attend extended morning sessions including lunch and finish at 13.45. Children will begin full time education at the beginning of the fourth week.

All other joiners will attend full time and will be informed of their timetable by their class teacher.

UNIFORM

Children should wear navy blue or dark grey trousers/skirt/tunic, white or navy blue polo shirts, and a navy blue St. Bonaventure's sweatshirt or cardigan. Black shoes must be worn. Polo shirts, sweatshirts and cardigans are available for purchase from the school's uniform supplier Famous School Branches (FSB). You can visit their shop on Henleaze Road or purchase items online at <https://store.famousbranches.com/st-bonaventures-rc-primary-school>. All other uniform can be purchased from a high street retailer.

VOLUNTEERING AT ST. BONAVENTURE'S

St. Bonaventure's encourages help from all parents/carers and those willing/able to do so must read and sign a copy of the "Guidelines for Volunteer Helpers" (available in the school office). Depending upon the level of help you are offering, you may need to be cleared by the Disclosure and Barring Service, and this can be arranged via the school office.

WEBSITE AND NEWSLETTER

St. Bonaventure's is moving to a culture of online communications and we promote the website as the primary source of information for parents/carers and children.

The website includes the school calendar, newsletters and school / Local Education Authority policies, plus information on clubs, trips, events, staff, governors, admissions and so on and we encourage you to use it regularly and provide feedback to help us continuously improve.