



St. Anthony's School



Primary Department

Information for Parents/Carers and Pupils

Welcome

When your child comes in to the Primary Department of St Anthony's School there might be lots of questions you will no doubt want answering.

We hope that this information booklet, will help you to find some of those answers.

If you have any concerns please do not hesitate to contact us.

The staff wish to provide a happy and stimulating environment to meet your child's individual needs.

We aim to prepare your child in the best possible way to participate fully in their future adult life.



Primary Classroom



Ball Pool



Multi-Use Games Area



Information Technology Room

St. Anthony's School
Woodlands Lane
Chichester
West Sussex
PO19 5PA

Tel: 01243 785965
e-mail: schooloffice@st-ants.org
website: www.st-ants.org

Primary Department (Current as at May 2021)



Miss Ball
Headteacher



Miss Aspden
Deputy Headteacher



Ms Delaney
Head of EYFS/
Key Stage 1
Chestnut



Mrs Lothian
Head of Key
Stage 2
Yew



Miss Allemand
Y3—Y6 Class
Teacher
Beech/Hawthorn
/Sycamore



Mrs Appleton
YR—Y2 Class
Teacher
Apple1 and 2



Mrs Kayworth
Class Teacher
Willow



Mrs Beaumont
Class Teacher
Oak/Rowan



Miss King
Class Teacher
Hawthorn



Miss Whittick
Class Teacher
Birch



Mrs Krzyształowicz
Cover Supervisor



Mrs Van Koolbergen
Associate Teacher
Hawthorn



Mrs Pickton
Associate Teacher
Beech



Mrs Lake
Associate Teacher
Oak/Rowan



Mrs Davies
Pastoral Manager



Mrs Kale
Medical Needs
Manager

Daily Routines

When pupils arrive they get off their transport and go into the playground (or hall/classbases if wet), where they are supervised by staff, until the bell goes.

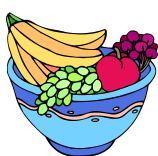
08.30 - 08.55 Breakfast Club
08.55 - 12.00 Morning sessions (including a 15 minute break between 10.00 and 10.30)
12.00 - 12.45 Lunch
12.45 - 2.55 Afternoon sessions (including a break between 2.05 and 2.15)

Breakfast Club

Every morning from 8.30am until 8.55am in the hall we provide a light breakfast of cereal, toast and juice. Pupils can go on any days they wish and we ask for a voluntary donation towards the costs.

Snack Time

We provide a healthy snack at break time and request a small contribution towards the cost of this. Some children have a restricted diet and we ask you to send in packets of what your child prefers. We also have a tuck shop once a week and we suggest pupils bring in no more than £1. Please also note that we are a nut aware school and only provide snacks that do not contain nuts. Please do not send your child into school with fizzy drinks.



Lunch

Meals are cooked on the premises. Our kitchen staff provide a choice menu, which includes hot meals and a salad bar. See example hot meals menu on page 11.

All pupils in Reception, Year 1 & 2 are entitled to a free school meal. If you would like your child to access this, please inform the school office. If you do not wish to access a free school meal and would prefer to provide your child with a packed lunch (this would not be provided by the school), again please inform the school office.

For those in Y3-Y6, meals cost £2.35 per day. Payment can be made on Parentmail.



Other Clubs

Several clubs are held during the lunch break and after school i.e. swimming, dance, these do change and details are sent home at the beginning of each half term. Some of these have a small charge. Mrs Strudwick manages the clubs.

Home/School Book

Each child in the Primary Department will have a home/school book. We believe that your child's needs are best met when teachers and parents/carers work together. Please use the book to note anything that would help us to know your child better e.g. interests, friends, pets, weekend activities, family events etc. Maybe you would like to ask us questions. As staff, we shall do the same regarding your child's school experiences. In this way the book will help form a record of your child's time in the Primary Department. Although we would like the books returned every day, please don't feel you (or we) have to write in them each time, use them only when you think it necessary. We look forward to hearing from you.

Transport

Where necessary, transport arrangements are made by Transport Section, at County Hall. You can contact them on 0330 222 4224. You are asked to make sure your child is at the correct place at the right time and the pupils are expected to behave sensibly and politely to each other, the drivers and escorts. If your child is absent or will not be going on the regular transport you are required to contact the driver or escort and let them know. Please also contact transport with any changes in medication/health so the plans are always up to date.



Homework

The Junior Department (Y3-Y6) supports the principles of homework. Homework activities are different according to the individual child's ability and are not necessarily set on a weekly basis and are not considered to be compulsory until Year 6. However, all children are expected to read regularly at home. We know that by working together and supporting each other we will be able to make homework a positive experience.

Pupil Behaviour

We strive to build positive relationships within an atmosphere of understanding and care. Our pupils are expected to follow the school rules and any negative behaviour is dealt with fairly and quickly.

On admission we ask that both pupils and parents/carers sign our code of conduct as recognition of the importance we place on joint responsibility for pupil behaviour with good manners, honesty and effort expected.

We know that it is only with your support that we can reach a solution to problems which may arise and we will contact you either by telephone, email or letter should such a situation occur.

Parents/carers are welcome in school and we hope you will contact us if there are any problems outside the school which we may be able to help with.

Code of Conduct

We are kind and considerate

We help others and listen to what they have to say

We move quietly around the school

We follow our classroom rules

We help keep a safe and tidy school

We keep ourselves looking neat and clean

Notices

Letters and notices are sent home either in your child's bag or by Parentmail. Please ensure you check with your child whether any letters have been sent home.

Absence

You are legally required to inform the school of any absence or lateness on the actual day of absence. Please telephone the school office on 01243 785965 or emailing schooloffice@st-ants.org by 9.30am. If you know your child is going to be absent in advance, please notify us by letter. If we do not receive any reason for absence, we will contact you to discuss and follow up.



Holiday and Days Off in Term Time

Absence for annual holiday will not be granted unless there are exceptional circumstances. Holidays not authorised will be noted as unauthorised. Please note that absence for exceptional circumstances can only be authorised by the Headteacher using the appropriate Holiday Form (available from the office) in advance.

Parents/Carers Evenings

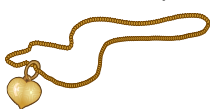
An informal parents/carers open evening especially for 'New Pupils' will be held early in the Autumn Term, you will receive a letter giving you details. Then a further parent/carer/teacher meetings for pupils will be held during the Summer Term.

During the school year, parents/carers will be invited to attend an Annual Review when we meet to discuss your child's needs. Parents/carers will receive a school report towards the end of the Summer Term. If you would like to discuss this or speak to a member of staff at any time, we will be happy to make an appointment with you. Just make a note in the Home/School book and we will arrange a day.

Jewellery

Whilst we do not allow an excessive amount of jewellery, we do allow each student to wear:

*one small ring, one pair of ear studs
one chain (inside the clothing)
a watch*



For P.E. swimming and practical subjects, must be removed. Earrings may be covered with a plaster if necessary.

jewellery

Make-Up

No make-up or nail varnish is allowed.

Personal Equipment

We discourage your child from bringing expensive personal equipment into school due to the danger of loss or breakage and cannot accept any responsibility for such items.

Uniform

The Primary Department at St. Anthony's has a uniform which includes the following items of clothing:

Red sweatshirt with school logo
Navy shirt or blouse or
Navy school polo shirt with logo
Book bags

£11.00*

£ 10.00*

£ 4.35*



Dark grey skirt / trousers
In Summer optional - red checked dress (girls)
long shorts (boys)
Sensible, dark shoes (**not** trainers)

P.E. Kit

(A complete change of clothing)

Red Polo shirt with school logo * £ 10.00

Navy shorts

White socks

Plimsolls



* These items are available on Parentmail

Swimming Kit

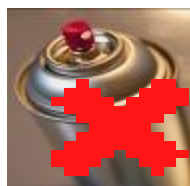
Costume

Towel

Waterproof bag



Pupils with long hair should either tie it back or wear a swimming cap.



Aerosols can cause problems.

We would encourage your child to use a roll-on or talcum powder after a shower.

If you do not wish your child to take part in P.E. or swimming please inform us in writing, giving the reason why they cannot take part.



The Sports Hall

Charging Policy

The school operates a charging policy that covers activities which are not required as part of the National Curriculum – such as:

- Board and lodging on residential visits
- Activities which take place more than 50% out of school time.

Letters will go home about trips details any costs involved. We also keep a separate fund to support parents/carers who are in financial difficulty. Full details of the charging policy can be obtained from the school office.

Outdoor Education

A major part of our outdoor curriculum activity is called 'Woodland Wonders'. This takes place twice a year for half a term for Y3-Y6. Year 6 pupils also have the opportunity to take part in a residential camp. Further details are sent home in the Spring Term. Day trips are also organised to places such as Paultons Park and Fishers Farm. To enable all pupils to benefit from the experience, costs are kept to a minimum and we are able to offer financial support in certain cases. Pupils will experience outdoor learning in a fun, challenging yet engaged way.



Horse Riding



In Years 3-6 classes will have the opportunity to go horse riding with the RDA for a half-term. You will receive a letter and forms that need to be completed. The school will provide suitable riding uniform.

**'We have had a great time at horse riding.
For some of us it is the first time we have
been on a horse'.**

Fund Raising

We select certain charities to support throughout the year. One regular method of fund raising is the Non-Uniform Day which we hold on the last day of every half term. Pupils may wear their own clothes to school and bring in a voluntary donation.

Some of the charities that we have supported in recent years are: Children In Need, Sports Relief, McMillan Cancer, Genes for Jeans, Red Nose Day.



Emergency School Closure

A decision to close the school is not taken lightly and is usually made if there are health and safety issues. The safety of pupils and staff is the prime concern in any decision made. A decision will be made as early as possible, usually by 7am. If the school has to close, parents/carers will be informed in the following ways:

- **Parentmail** — the system sends parents and carers texts and emails with emergency information and reminders about school events such as parents/carers evenings and sports day.
- **School Website**—information regarding closure and reopening will be available on the school website homepage: www.st-ants.org.
- **West Sussex County Council Website**— West Sussex County Council are informed if the school is closed and should post the information on their website from 7am.

School Term and Holiday Dates 2021-2022

Autumn Term 2021

[Inset Day](#)

[Inset Day](#)

Term starts for pupils

Half Term:

Term ends

[Thursday 2 September](#)

[Friday 3 September](#)

Monday 6 September

Monday 25 -Friday 29 October

Friday 17 December

Spring Term 2022

Term starts for pupils

[Inset Day](#)

[Inset Day](#)

Half Term

Term ends

Tuesday 4 January

[Thursday 17 February](#)

[Friday 18 February](#)

Monday 21 - Friday 25 February

Friday 8 April

Summer Term 2022

Term starts for pupils

Half Term

[Inset Day](#)

Term ends for pupils

Monday 25 April

Monday 30 May - Friday 3 June

[Monday 6 June](#)

Friday 22 July

SPECIAL SCHOOL MENU 2021/22

Welcome to your new school meals menu. School meals are free for all pupils in Reception, Year 1 and Year 2 and for pupils who are entitled to Free School Meals (FSM). For pupils in other years meals can be ordered, and paid for at the school office.

HOW DO I ORDER AND PAY FOR A SCHOOL MEAL?

All meals must be ordered at your school office. If you are entitled to FSM or your child is in Reception, Year 1 or 2 the school will order for you with the kitchen and you do not need to contact the school after your initial order.

WHAT HAPPENS IF MY CHILD IS SICK AND CANNOT ATTEND SCHOOL?

Please contact the school office as soon as possible to inform them your child will be absent and will not require their meal.

WHAT HAPPENS IF MY CHILD HAS A SCHOOL TRIP?

FSM and pupils in Reception, Years 1 & 2 will be provided with packed meals on trip days, the school will order this with the kitchen. Paid meals should be ordered with your school as usual.

KEY CONTACTS:

Orders / Payments / Cancellations - Your school office.
Special Diets - Your school office in the first instance.
Office Hours - School opening hours.
Compliments / Complaints / Feedback - catering.advisory.service@westsussex.gov.uk

LUNCH TIME

AS PART OF OUR COMMITMENT TO GREAT SCHOOL MEALS WE;

- Work with the Lead Association for Catering in Education (LACA) to ensure that our menus comply with the Government's School Food Standards and are proud to display LACA endorsement on our menus.
- Can work with you and the school to tailor your child's menu to support their medically prescribed special diet. Please ask for a Special Diet Request Form from the school office, once completed return with the medical evidence to the school office. This request will then be passed to and reviewed by the Catering Team and where possible a special diet meal will be provided.
- Have reduced sugar, salt and fat content on our menu.
- Produce meals in school by our highly trained and award winning teams.
- Work with schools to support your child's lunchtime experience.



Are you claiming your free school meal?

If you are in receipt of certain benefits your child may be entitled to Free School Meals (FSM).

Visit www.westsussex.gov.uk for more information.

01243 752 835 or
fsm@westsussex.gov.uk

SPECIAL SCHOOL MENU 2021/22

WEEK 1

19th Apr - 10th May - 7th Jun -
28th Jun - 19th Jul - 13th Sep -
4th Oct - 1st Nov - 22nd Nov -
13th Dec - 17th Jan - 7th Feb -
7th Mar

MAINS	SIDES	DESSERT
MON	Option 1: Southern Spiced Burger in a Bap/ Potato Wedges Option 2: Vegetable Goulash, Rice	Broccoli Baked Beans Strawberry Taco
TUES	Option 1: Roast Pork, Roast potatoes Option 2: Chickpea Roast, Roast potatoes	Swede, Cabbage Fruity Yoghurt Crunch
WED	Option 1: Chicken & Spinach Lasagne, Garlic Bread Option 2: Root & Lentil Casserole, Herby Diced Potatoes	Carrots, Chef's Choice Fruit Shortbread
THUR	Option 1: BBQ Sausage, Mashed Potato Option 2: Quorn Curry, Rice	Cauliflower, Sweetcorn Melon Slice, Milkshake
FRI	Option 1: Salmon Fishcake, Herby Diced Sweet Potatoes Option 2: Chickpea Tagine	Roasted Root Vegetables Chocolate & Banana Muffin

WEEK 2

26th Apr - 17th May - 14th Jun -
5th Jul - 2nd Sep - 20th Sep -
11th Oct - 8th Nov - 29th Nov -
4th Jan - 24th Jan - 14th Feb -
14th Mar - 4th Apr

MAINS	SIDES	DESSERT
MON	Option 1: Pizza Option 2: Sweet & Sour Quorn, Rice	Peas & Sweetcorn, Carrots Chocolate Brownie
TUES	Option 1: Chicken Meatballs, Mashed Potato Option 2: Bean Chilli Jacket Potato	Country Mixed Vegetables Lemon Iced Buns
WED	Option 1: Roast Gammon, Roast Potatoes Option 2: Lentil Roast, Roast Potatoes	Carrots, Cabbage Pear Turnover
THUR	Option 1: Beef Bolognese, Pasta Option 2: Quorn Pie, Potato Wedges	Cauliflower, Green Beans Fruit Flapjack
FRI	Option 1: Tuna Pasta Bake, Herby Diced Sweet Potatoes Option 2: Vegetable Goujons, Pasta	Roast of vegetables Chef's Choice Chef's Choice Fruit & Coconut Crumble & Custard

WEEK 3

3rd May - 24th May - 21st Jun -
12th Jul - 6th Sep - 27th Sep -
18th Oct - 15th Nov -
6th Dec - 10th Jan - 31st Jan -
28th Feb - 21st Mar

MAINS	SIDES	DESSERT
MON	Option 1: Macaroni Cheese, Pasta Option 2: Quorn Hotdog Twist, Potato Wedges	Broccoli, Baked Beans Chef's Choice Fruit Cookie
TUES	Option 1: BBQ Chicken, Herby Diced Potatoes Option 2: Mushroom & Lentil Bolognese, Pasta	Cauliflower, Sweetcorn Pineapple Upside Down Cake, Custard
WED	Option 1: Beef Lasagne, Garlic Bread Option 2: Spinach Frittata, Garlic Bread	Carrots, Peas Peach Cheesecake
THUR	Option 1: Roast Chicken, Roast Potatoes Option 2: Quorn Roast, Roast Potatoes	Swede, Cabbage Iced Fruit Smoothie
FRI	Option 1: Fish Fingers, Wrap Option 2: Bean Wrap, Chips	Country Mixed Veg Chef's Choice Fruit Pie, Custard






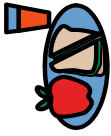







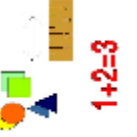
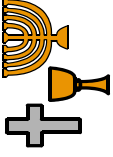








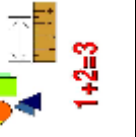











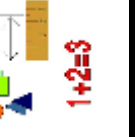

















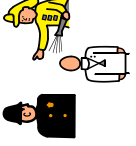




AVAILABLE DAILY:
FRESHLY BAKED BREAD AND CHILLED MILK OR WATER.
ADDITIONAL DESSERT OPTIONS - FRESH FRUIT AND
FRUIT YOGURT

Tough standards. Tender results.

Example Primary Class Timetable

Autumn Term (First Half)

Monday Su M T W Th F S	independent work 	Literacy 	playtime 	Numeracy  1+2=3	Reading 	dinner 	PSD 	playtime 	Music 	home 
Tuesday Su M T W Th F S	independent work 	Literacy 	playtime 	Numeracy  1+2=3	R.E. 	dinner 	Science 	playtime 	Science 	home 
Wednesday Su M T W Th F S	independent work 	Literacy 	playtime 	Numeracy  1+2=3	Speech & language  Jump Ahead  independent play 	dinner 	PE 	playtime 	Swimming 	home 
Thursday Su M T W Th F S	independent work 	ICT 	playtime 	Numeracy  1+2=3	Ball Pool  Jump Ahead  independent play 	dinner 	Art/Design Technology 	playtime 	Art/Design 	home 
Friday Su M T W Th F S	independent work  Ball Pool 	Literacy 	playtime 	Numeracy  1+2=3	Speech & language  Jump Ahead  independent play 	dinner 	Topic Work Houses & Home 	playtime 	Directed play 	home 