



St. Lawrence Catholic Primary School

High Street, Feltham

Middlesex TW13 4FH

Telephone 020 8890 3878

office@st-lawrence.hounslow.sch.uk

Head teacher: Mr L Duggan

Deputy: Mrs J Orpwood

www.st-lawrencesprimary.co.uk

Home School Agreement

Child's full name	
Date of birth	
Home address	
Child's class	

Parent / Guardians / Carers will commit to:

- Support the school's Catholic ethos, policies and guidelines for behaviour, uniform, jewellery, hairstyles and all school policies and procedures.
- Ensure that my child attends school regularly, is punctual and that the school is notified as early as possible on the day(s) of absence.
- Support my child in homework and in other opportunities for home-learning.
- Attend parent's evening, assemblies, curriculum talks and other meetings in reference to my child's progress and future education.
- Encourage my child to be polite, thoughtful and helpful to others.
- Ensure that any school materials entrusted to my child are cared for properly and returned to school promptly and intact.
- Help my child to take care of his / her school by encouraging him / her to be tidy.
- Label clothing and possessions and encourage my child to be responsible for them.

- Support the Governing Body in its endeavours to maintain the school building and to develop the education offered to my child.
- Make my child's class teacher aware of any problems or concerns which worry my child or me.
- Engage with the school in a positive fashion including not posting comments on Social media about the school, pupils, parents or teaching staff including members of the governing body.

The School - Our school will commit to:

- Care for your child's safety and happiness.
- Provide a broad and balanced curriculum to meet the needs of your child.
- Ensure that your child achieves his / her full potential, and is a valued member of our school community.
- Achieve high standards of work and behaviour from your child through building good relationships and developing a sense of responsibility.
- Keep you informed about general school matters and your child's progress in particular.
- Encourage your child to take care of others and their surroundings.
- Be open and welcoming at all times and offer opportunities for you to become involved in the daily life of your child's school.
- Encourage your child to be independent and responsible for their possessions.

I have read and agree to the above: _____

Emergency Contact Details

Please note that the person noted as 'Emergency Contact 1' will be contacted first.

Emergency contact 1	
Full Name	
Relationship to child	
Contact Number	
Email address	

Emergency contact 2	
Full Name	
Relationship to child	
Contact Number	
Email address	

In line with the Safeguarding Policy, the above named persons have permission to collect my child/children from school

I have read and agree to the above: _____

On occasion, your child may visit local venues including the church or library during the school year where activities will be carried out. Should your child become unwell during a visit, they will receive medical attention from a qualified first aider

I have read and agree to the above: _____

Medical Information

Name of GP	
Address of GP	
Telephone Number of GP	

Allergies & Medication

Does your child suffer from asthma?	
Does your child have any allergies?	
What is your child allergic to?	
Does your child have an EpiPen? If Yes, this must be kept in school	
Any other details regarding your child's allergies that we should know	

Prescribed Medication in School

Please note that we need a letter from your GP for any medication kept in school apart from the blue (reliever) inhaler. We do not administer over the counter pain relief such as Calpol or Nurofen in school.

Does your child need medication in school?	
Name of medication	
Dosage	
Frequency	
Any other relevant information	

Other medical conditions / needs

Does your child suffer from other medical conditions not outlined above	
Please detail any specific medical needs/conditions you feel school should be aware of	

Travel to school

How does your child travel to school?

Walk	Bus	Train	Car
Car share	bicycle	Taxi	Underground

Intimate Care Consent

I give permission for my child to be changed by a staff member (for toileting, toileting accidents or falls)

I have read and agree to the above: _____

Photographic permission

We never identify children by name on our website. If your child is included in newsletters published on our website (photograph or copies of their work), their name will never be disclosed. Please tick 1 box to indicate that you give permission for your child and their work to be photographed.

Yes	No
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Healthy Schools

- To retain our Healthy School Status it is important to promote healthy lunches and playtime snacks. Please ensure your child's packed lunch includes fruit / vegetables, no "junk food" and no squash or juice.
- Water fountains are available throughout the school.
- Early Years – including Nursery and KS1 children will continue to have free school fruit for their morning snack. They are only to have water or (milk in nursery) as their midmorning drink
- At break times children in KS2 are to bring a piece of fruit or vegetables. They are only to have water as their mid-morning drink in a named sports bottle.
- If your child is taking part in an After School Club they may have a healthy snack such as a cereal bar but only water as a drink.
- We are also making it compulsory for Year 1 to Year 6 children to bring a water bottle marked with their name. This will be sent home each evening to be washed and should be brought back to school the following morning.
- In line with our Healthy School status and also due to the risk of adverse allergic reactions to certain foodstuffs, pupils will no longer be allowed to bring in cakes or sweets to celebrate their birthday etc. An appropriate alternative which we would promote would be to donate an age appropriate book for your child's class which will be labelled as a gift to the class.
- No nuts or products containing nuts are allowed under any circumstance

We appreciate your cooperation in our efforts to promote healthy living and eating.

If you would like your child to have milk at school please contact Cool Milk who can provide this. You can register for this online at www.coolmilk.com. When registering please make a note of the date from which your child will be eligible to receive their milk.

I have read and agree to the above: _____

Lateness and Absences from School

Please be advised that the school must be notified of all absences on a daily basis. You can advise the school of any absences by using one of the following methods:

- Using our 24 hour a day absence line – you can access this by using the main school telephone number and by following the given instructions. Please remember to speak slowly and clearly so that your absence can be recorded accordingly. State your child's name & class plus symptoms if unwell.
- By e-mail – you can inform us of absences by using the e-mail address as noted: office@st-lawrence.hounslow.sch.uk
- By visiting the school office, which is open 08.00 – 16.00 hours Monday to Friday.

If you have not contacted the office they will actively call the emergency number. We are monitoring lateness and absences very closely. Currently the school's threshold is 95% attendance, which is low in comparison to similar schools. Thank you to all of you who are supporting the school by adhering to our policy on this important safeguarding issue.

Requests for absence of Leave during term time must be placed in writing and addressed to the Head teacher.

Please note that if your child is absent on the final two days of a half term or the first two days of the new half term with no reason for absence reported through the channels noted above, these absences will be recorded as unauthorised.

I have read and agree to the above: _____

Medical / Dental Appointments

Where possible we would respectfully ask that you arrange these after school or during the holidays. If appointments are made during school hours, proof of appointment will be required and again we would ask that these are made for as early or as late as possible during the school day. It is very disruptive for your child and the class when children are taken out of / returned to class following an appointment.

I have read and agree to the above: _____

School Lunches

All school lunches are free of charge.

Lunches for all children in Reception, Year 1 and Year 2 are free through Universal Infant Free School Meals (UFSM).

Alternatively, you can provide your child with a healthy packed lunch from home.

Lunches for children in Years 3-6 are also free through the Mayor of London. Alternatively, you can provide your child with a healthy packed lunch from home.

Our Packed Lunch Policy can be found on Policies and Procedures page. For guidance and advice on healthy lunches, please click the link below.

www.nhs.uk/change4life

If your child has a significant food allergy please put this in writing, addressed to Mr Duggan, and attach the related medical evidence. If necessary please make an appointment to discuss the matter further with the school office.

Vehicle Movement around the school perimeter

Please do not enter / turn around in the staff car park. Please also be mindful of how you drive and park around the school – we are in a residential area and should show courteousness and respect to each other at all times. We actively support the issuing of tickets for illegal parking.

I have read and agree to the above: _____

Paying for School Trips / Governors Funds

As a school we collect these monies via the ParentPay website. You will be issued with an initial log-in and password. Please take the time to visit this website and familiarise yourself with how this works. Payment requests will be uploaded as and when required and your prompt attention to these requests are much appreciated.

I have read and agree to the above: _____

School Uniform & Supplier

Our school uniform, including details on hair, jewellery and footwear can be found on our website. Please use the link below to view our uniform policy and list. You will also find our uniform supplier details and your child's PE days.

<https://www.st-lawrencesprimary.co.uk/uniform-list-supplier/>

I have read and agree to the above: _____

Mobile Phones in School

Camera mobile phones are becoming increasingly popular and a built in digital camera enables users to take high resolution pictures/videos. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms. There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils or/and teachers. St Lawrence discourages pupils bringing mobile phones to school due to the potential issues raised above. We also believe that a valuable handset can make a child walking to and from home unsupervised a potential target. If a child in Y5 or Y6 needs to bring a phone into school it must not be a smartphone, i.e. no access to internet or camera/video. There are many handsets which are available which only allow text and calls to be made for less than £20. A permission slip must be signed by the parent and the phone must be given to their class teacher at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that we accept no liability for the loss or damage to mobile phones which are brought into school or school grounds. We ask that parents should talk to their children about the appropriate use of text messages as they can often be used to bully pupils. Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

I have read and agree to the above: _____

ICT and Internet Acceptable Use Policy Guide

We believe it is important to model for pupils, and help them learn, how to communicate respectfully with, and about, others online. Parents play a vital role in helping model this behaviour for their children, especially when communicating with the school through our website and social media channels.

Online channels are an important way for parents/carers to communicate with, or about, our school. The school uses the following channels:

- Our official Twitter page
- Email/text/communicate through the school app groups for parents (for school announcements and information)
- Our virtual learning platform

When communicating with the school via official communication channels, or using private/independent channels to talk about the school

I will:

- Be respectful towards members of staff, and the school, at all times
- Be respectful of other parents/carers and children
- Direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure

I will not:

- Use private groups, the school's Twitter, or personal social media to complain about or criticise members of staff. This is not constructive and the school can't improve or address issues if they aren't raised in an appropriate way
- Use private groups, the school's Twitter, or personal social media to complain about, or try to resolve, a behaviour issue involving other pupils. I will contact the school and speak to the appropriate member of staff if I'm aware of a specific behaviour issue or incident
- Upload or share photos or videos on social media of any child other than my own, unless I have the permission of other children's parents/carers

To view our ICT and Internet Acceptable Use Policy. Please follow this link <https://st-lawrence-primary-school.secure-primariesite.net/policies-procedures/>

I have read and agree to the above: _____

Religion & Ethnicity - School Ethnicity and Religion Survey 2002

In order to help us in our desire to meet the needs of all the children in our school, we would like to request you to volunteer information about your child's language, religion and ethnicity. This information will help us identify the particular cultural, religious and language background of all our pupils. We will then be better able to plan and provide for a varied and balanced programme so that other children are able to benefit from the richness and variety in their learning. In this process, however, information about individual pupils is kept confidential and the LEA's Code of Practice about collecting personal information is strictly observed. The Department of Education also requires us to collect this information so that the school, the Local Authority and the Government are able to plan the programmes more effectively. It is recognised that the classification system - although arrived at after a lot of consultation - is not perfect. However, it has attracted wide support, and was used in the 2001 census. We are therefore asking for your cooperation to provide this information by ticking ONE of the boxes in each of the three categories: Language, Ethnicity and Religion. If however, none of these categories describes your child's ethnicity, language or religion, please use the space 'other' box to describe your faith.

Baha'i	Jain	Sikh	Buddhist	Jewish	Zoroastrian
Christian Catholic	Muslim	No Religion	Hindu	Shinto	Other

Child's Nationality	
Child's place of birth	
In addition to English, what other language is spoken at home?	

Parental Consent

- I confirm that I have read and understand the information held within this booklet. ☐
I agree to comply with requests made.
- I also understand that it is my responsibility to inform the school of any changes to information held within including, change of address, telephone numbers, e-mail addresses or any other such relevant information such as medical information.

I have read and agree to the above: _____

Date: _____