

Runnymede St Edward's School



Parent Handbook



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Staff & Governors

Governors

Central Governing Body

The province Leadership Team of the Congregation of Christian Brothers

Br D Sassi
Provincial Leader
Br E Coupe
Br E Garvey
Br J Gordon
Br O'Brien
Br M O'Flaherty

Local Governing Body

Dr J Myerscough
Chairman, Safeguarding Governor
Mr C Barton
Mr C Donohue
Mr J Davey
Mr G Mattocks
Mr J McCabe
Mrs K Peaston
Mr S Pye
Mr G Taylor
Mrs S Hutchinson
Mrs R McGuire
CB Schools Officer

Mrs C Juma
Parent Governor

Mrs H Dykeaylen
Staff Governor

Associate Governor

Canon A O'Brien

Staff

Head Teacher

Mr B Slater BA, NPQH, H Dip Ed
Safeguarding

Senior Management

Miss B O'Keeffe
KS2 Teaching & Learning
Mr P Osborne
Behaviour, Safeguarding Deputy
Mr J Quilty
KS1 Teaching & Learning
Mrs L Harvey
Financial Administrator

Staff (continued)

Preschool

Mrs J Brown B A (Hons)
Equal Opportunities Co-ordinator

Reception

Mrs A Farmer B A (Hons) QTS
EYFS Co-ordinator & EYFS Safeguarding

Year 1

Miss J Whittle B Ed (Hons)
Display & Art Co-ordinator

Year 2

Mr J Quilty BA (Hons)
Geography & PE Co-ordinator

Year 3

Mrs S Brophy BA (Hons)
SEND Co-ordinator

Year 4

Mrs K Mannion BA (Hons)
History Co-ordinator

Year 5

Mr P Halligan BA (Hons) PGCE
Mathematics Co-ordinator
Mr P Osborne BEd (Hons)
Science & Computing Co-ordinator

Year Six

Mrs H Dykeaylen BA (Hons)
English Co-ordinator, Gifted & Talented Co-ordinator
Miss B O'Keeffe BA (Hons) PGCE CTC
Expressive Arts & RE Co-ordinator Intervention

Support Staff

Miss S Baday: Learning Support
Miss L Jones: NNEB
Mrs G Jones NNEB
Mrs H Whelan NNEB
Mrs P Robinson NNEB
Mrs S Gainford: ESA

Staff (continued)

Specialist Staff

Mrs K Summers
Music Co-ordinator
Mrs N Van Flute BAMA CCRS
Modern Foreign Languages Co-ordinator
Mr I Burns BA
Swimming Coach

Administrative Staff

Mrs A Denton
Head Teacher's Secretary
Mrs L Harvey
Financial Administrator
Miss L Robinson
Admissions & Administrator

Site Team

Mrs S Murney
Housekeeper
Mrs L Jarrod
Mrs P Griffiths
Mrs E Peters
Mr A Majilton
Site Manager
Mr R McColl
Site Staff

Lunchtime Supervisors

Mrs J Brookes
Mrs L Jarrod
Mrs E Peters
Mrs A Darwent
Mrs S Weaver
Mrs S Myerscough

Before and After School Care

Mrs A Denton
Mrs J Ford
Mrs G Jones
Mrs S Myerscough
Safeguarding Officer, Safeguarding
Miss L Jones

Honorary Members of Staff

Dr C McElroy
Director of Cathedral Music
Mr J Luxton
Assistant Director of Cathedral Music

Introduction

The Head Teacher and staff welcome you to Runnymede St Edward's School. We hope that the years your child spends with us will be happy and successful.

Runnymede aims to offer a broad and balanced education in a welcoming, caring Christian environment, while preparing pupils for selective and non-selective academic secondary education and for life.

Runnymede has always enjoyed a tradition of good behaviour and high standards of appearance amongst all pupils. This continues to be achieved through careful and firm pastoral care exercised by the Head Teacher and staff during this crucial stage of your children's physical, emotional, social and educational development. Your children will learn moral lessons and standards of behaviour, which will serve them well throughout their lives.

Such standards do not just happen – they must be worked at continually, by parents and teachers who share the same vision for your children's wellbeing.

Your children should make the most of their time here – it will pass by very quickly!

We are delighted that you have entrusted your children's education to Runnymede and look forward to a long and happy association with you and your families.

Contact Numbers and Addresses:

Trustees contact address:

The Congregation of Christian Brothers
'Woodeaves'
Hale Barns
Altrincham
WA15 0HF

Telephone: 0161 904 0786

School contact address: Chair of Governors & Head Teacher:

Runnymede St Edward's School
North Drive
Sandfield Park
Liverpool
L12 1LE

Telephone: 0151 281 2300

Fax: 0151 281 4900

Email: contact@runnymede-school.org.uk

Website: www.runnymede-school.org.uk



Mission Statement

Inspire, Challenge and Support Through Faith

Children's Mission

'Into your hands Lord, we put each day
All that we do and all that we say'

School Aims

The following aims have been compiled through consultation with the staff and Governors of the school. The statements after each aim demonstrate examples of some of the strategies employed to achieve the aim.

Faith

To encourage and foster the spiritual growth of all and to make prayer an integral and enjoyable experience in our daily life through:

- ◆ The reflection of our Christian values and work in the spirit of Blessed Edmund Rice
- ◆ Through considering the needs of all through daily prayer
- ◆ Through regular Collective Worship celebrations
- ◆ Through Year 6 prayer sponsorship
- ◆ Through providing a calm and sensitive atmosphere where members of the Runnymede community can find support for their fears, anxieties etc.
- ◆ Celebrating different cultural festivals/other faith weeks
- ◆ Support Parish Churches in the preparation of the Sacraments
- ◆ Weekly focus on code of conduct

Individual opportunity for learning/growth

To provide experiences that broaden, enrich and extend the skills, talents and values of each member of the school community through:

- ◆ The provision of a broad, balanced and challenging curriculum
- ◆ An emphasis on literacy and numeracy skills as the basis of all learning
- ◆ Celebrating Differences
- ◆ Offering a wide range of extra-curricular activities through sport, music, drama, art and quiz
- ◆ Interaction with children from other schools both locally and nationally
- ◆ Stimulating enquiring minds through investigative activities
- ◆ Supporting the children in developing self-esteem and potential

School Aims *(continued)*

Relationships

To provide a safe, caring and welcoming environment within which all are treated with respect, courtesy and kindness through:

- ◆ Using the role of the house system and code of conduct to develop team work, fair play and friendship through a wide range of activities inside and outside the classroom
- ◆ Focusing on positive actions and praising good behaviour through a range of awards, including merits, team points, stickers and certificates
- ◆ Encouraging an atmosphere of openness and understanding
- ◆ Using the school council to set an example of respect and care and to exchange ideas and opinions within the school community

School and Wider Community

To foster a spirit of co-operation and friendship between home, school and the wider community through:

- ◆ Encouraging parents to be involved in school activities and visits
- ◆ Involving our school family and the wider community in Collective Worship and celebrations
- ◆ Regular parent/teacher meetings
- ◆ Encouraging children to support charitable causes
- ◆ The promotion of parental involvement in attending meetings, events and performances
- ◆ Developing citizenship through liaison with the emergency services and other groups
- ◆ Support of PSA activities
- ◆ Maintaining links with other primary and secondary schools
- ◆ Preparing children for life in Modern Britain

Home School Liaison

The school seeks to provide:

- ◆ A caring and structured environment with high academic standards, where each child has the opportunity to develop his or her talents to the best of their ability
- ◆ An environment where all pupils are valued and respected as individuals
- ◆ An environment where the teachings of Jesus Christ permeate all aspects of school life
- ◆ Regular and clear communication to parents and pupils (reports and parent/teacher meetings)

We expect pupils to:

- ◆ Follow the School Code of Conduct
- ◆ Be reliable, trustworthy and try their best

We expect parents to:

- ◆ Support the school in its aims and expectations
- ◆ Ensure their child's regular attendance
- ◆ Adhere to the regulations as contained in the Parent's Handbook (issued prior to admission)
- ◆ Attend parents' meetings
- ◆ Keep the school informed of any concerns with regard to their child
- ◆ Support the school's policy towards homework
- ◆ Encourage their children to behave well, work hard and try their best
- ◆ Encourage their children to follow the school's Code of Conduct

The support of parents is fundamental to the development of the pupils:

- ◆ Parents are encouraged to register with Parent mail and to make full use of the school's website to keep up to date with day-to-day information.
- ◆ Parents have full access to records on their children on request.

Communicating progress:

- ◆ Each Year group has two Parent Teacher Evenings held during the school year
- ◆ Reports are sent home at the end of each term
- ◆ Curriculum brochures are sent home outlining the work their child will cover each term

Parentmail:

Letters and notices are sent home via Parentmail, and parents are expected to register with Parentmail to enable the school to communicate in this way. There is a form to complete within the welcome pack that parents receive when their child first joins Runnymede. Where appropriate, letters / notices are also printed for children to take home in their bags.

School Regulations

- ◆ **Lessons commence** promptly each day at 8:55 a.m. Therefore children need to be in school by 8:50 a.m. **Children should not be brought to school before 8:30 a.m. unless they are involved in an official and supervised activity, e.g. Cathedral choir practice.** Children arriving late should be accompanied to the main reception by their parent/guardian and your child handed over to a member of the office staff. **Parents must sign the Late Register** on arrival.
- ◆ Early Years finish at 3:25 p.m. and Juniors at 3:30 p.m.
- ◆ **Each day**, there are acts of Collective Worship (class, department or whole school). All pupils attend these sessions.
- ◆ There is a mid-morning break (20 minutes)
- ◆ Pupils must have a school lunch at the current price. Milk is also available daily, if required at a subsidised rate. Water is available to pupils throughout the school day.
- ◆ **Sweets, chocolate, crisps, glass bottled, canned or fizzy drinks** are not permitted. If pupils require a snack at break time, then fruit, vegetables or plain biscuits are acceptable.
- ◆ **Children must be picked up promptly** at the end of the school day. If for any reason, parents are delayed, they should telephone the school immediately. From time to time, it may be necessary to vary the time of finishing. Parents, who wish their children to return home from school unaccompanied, must provide a letter of authorisation to the Head Teacher.
- ◆ **Morning Drop-Off:** Parents of children in Preschool may use the car parking bays adjacent to the pedestrian gate for dropping off and picking up their children. Parents of children in Reception – Year 6 inclusive may use the ‘drop off’ facility when bringing their children to school in the morning. This facility is **not available at the end of the school day**. Parents should park in the C I car park opposite and enter and exit the school by the **pedestrian gate only**. Parents arriving / departing school between 9:15 – 11:15 a.m., 1:30 – 3:15 p.m., and 4:15 – 5:30 p.m. may use the parking bays adjacent to the pedestrian gate. Please do comply with the rules; they are in place to provide a safe environment for the children.
- ◆ **Pupils are expected to attend school regularly.** If a pupil is absent without prior written notice, parents are requested to telephone the school **by 9:00 a.m.** on the first day of absence with an explanation and expected return date. If no call is received the school will contact parents to ensure that the child has not gone missing and is absent with the parent’s knowledge. **A letter of confirmation is required on the pupil’s return to school.**

School Regulations (*continued*)

- ◆ **Permission** is not normally given for absence in connection with family holidays taken during term time
- ◆ **Correct school uniform is to be worn by all pupils each day.** (Please refer to Uniform Rules). Correct PE / Games / Swim kit must be worn at the appropriate times. A suitable bag for swimming kit is available from Mrs Harvey, (Financial Administrator). Uniform regulations will be strictly enforced.
- ◆ On the days they have PE / Games, **Juniors** must wear their PE / Games kit, their school tracksuit and appropriate footwear to school. Swimming kit to be brought into school on swimming day.
- ◆ **All articles of clothing, including footwear,** must be clearly marked with the pupil's name – ***NO NAME will create difficulties in finding the item.*** The school accepts no responsibility for the loss of or damage to property although searches will be made if items are clearly named
- ◆ **All pupils are expected** to join in PE, games and swimming lessons. Parents should send a letter to the class teacher on occasions when the pupil needs to be excused activities on medical grounds. The Head Teacher must be informed in writing if a pupil needs to be excused from these activities for a prolonged period.
- ◆ **Pupils are not permitted** to bring toys, magazines, or electronic devices (including mobile phones) into school.
- ◆ **Medicines** – please refer to Administration of Medicines Guidelines on page 14.
- ◆ Runnymede St Edward's School is not responsible for the safety or supervision of pupils who remain on the school premises at the end of the school day unless **they are taking part in an official and supervised school activity.** Children who are taking part in after school activities are to be collected at the appointed time.
- ◆ Children who are not collected at the appropriate time will be brought back into school and contact made where possible with their parents. Persistent lateness will be addressed by the Head Teacher.
- ◆ **Parents** should complete the appropriate section within the Pupil Details Form (completed when a child joins Runnymede) giving permission for other designated adults to meet their child from school. This should be updated as changes are required.

School Rules

- ◆ **Before School**—*Preschool* children may be brought into school from 8.30 am, and taken straight to the Preschool classroom. From 8:30 am, *Reception* children should go straight to their classroom where they will be supervised (Autumn and Spring term). During Summer term Reception children will stay on the playground with the rest of the children. From 8.30 am *Year 1 to Year 6* children remain on the playground where they are supervised until the start of the school day.
- ◆ **Stairs and Corridors** – Single file, walking quietly, keep to the left
- ◆ **Cloakroom Areas** – Pupils should collect their belongings from their cloakroom area quickly and quietly. Under no circumstances should money, watches, etc. be left in coat pockets. All items of clothing and property must be clearly marked with the child's name
- ◆ **Playground** – Pupils should remain on the playground during break times and after lunch. No child should leave the playground under any circumstances without the permission of the person on duty. Children are supervised on the playground from 8:30 a.m. every morning. **No children should be left unaccompanied before 8:30 a.m.**
- ◆ **Appearance** – Pupils should endeavour to remain neat and tidy during the day. Sports kit should not be worn outside school without permission.
- ◆ **Hairstyles** – Girls' hair must be of a conventional style, tidy and clear of the face. Hair, which covers the blouse collar, must be tied back with purple or black bands/ ribbons. Peculiar or bizarre styles are unacceptable (these include bleached, dyed, tinted or highlighted hair – but this list is not exhaustive). Gel and similar substances are not allowed. Boys' hair must be of a conventional style, tidy and clear of the face and shirt collar. Peculiar or bizarre styles are unacceptable (these include bleached, dyed, tinted or highlighted hair, closely cropped and lines or patterns cut into the hair – but this list is not exhaustive). Gel and similar substances are not allowed.
- ◆ **Uniform** – Correct uniform must be worn at ALL times. Pupils should travel to and from school in correct school uniform. Normally, school uniform should be worn for away-from-school activities. Pupils may wear school tracksuit to school on PE / Games days.
- ◆ **St Edward's College** – No pupil is allowed into St Edward's College without permission.
- ◆ **Litter** – Pupils should learn to be litter-conscious – all litter is to be placed in waste paper baskets

PUPIL CODE OF CONDUCT

JUNIORS (Year 3—Year 6)

- ◆ To have good manners
- ◆ To show care, courtesy and respect
- ◆ To have good social skills e.g. working co-operatively
- ◆ To take responsibility for our behaviour and work
- ◆ To value the school community and environment
- ◆ To work to achieve our potential

EARLY YEARS (Preschool—Year 2)

- ◆ To have good manners
- ◆ To listen carefully
- ◆ To be kind
- ◆ To work hard
- ◆ To tidy up
- ◆ To walk and not run

Homework Policy

Aims, purposes and objectives

- ◆ To reinforce or consolidate an area of work
- ◆ To develop self-discipline
- ◆ To enhance and develop study skills. It should be stimulating and challenging and not viewed as an imposition
- ◆ To help achieve full potential
- ◆ To provide parents with a system of support for their children's learning in line with this Policy
- ◆ To allow parents to monitor their children's progress
- ◆ To provide a line of communication between the child's parents/guardians and teachers
- ◆ To gradually increase responsibility in children for their own work

Homework Diary

Instructions for use of homework diaries:

- ◆ **Pupils in Years 2 – 6 inclusive** are required to note down their homework each day
- ◆ Parents should **check and sign the diary** and will often use it as a first point of contact about work or for general information
- ◆ The diary is the **responsibility of the pupil** and should be brought to school each day. If it is lost or damaged, it must be replaced immediately at the pupil's expense

Homework is given using the following guidelines:

- ◆ In accordance with age building up to a maximum of no more than 1 hour at any one session at Year 6 level

| | |
|------------------------|-----------------------------|
| Reception | building towards 15 minutes |
| Year 1 | up to 20 minutes |
| Year 2 | up to 30 minutes |
| Years 3 & 4 | 30 minutes |
| Year 5 | 40 minutes |
| Year 6 | 1 hour |

- ◆ Linked to work in school, i.e. extension, reinforcement, practise of skills, and research.
- ◆ Is differentiated to take into account current knowledge, skills and understanding
- ◆ Emphasis being given to Maths and English
- ◆ Other subject work may be substituted as appropriate, e.g. writing up an experiment in science; creative writing in history; collecting data for geography
- ◆ **Years 3 to 6:** Usually Maths, English and one Science/History/Geography/ Research homework per week. Other subject work may be substituted as appropriate
- ◆ **Early Years:** Children will be given set reading twice a week, although nightly reading of home books is encouraged to enhance wider reading skills. During the week, Early Years children will be given homework from the other curriculum areas
- ◆ From Year 2 and above, homework is recorded in a homework diary each day that is provided for each child. Homework diaries are checked weekly by the Class Teacher and signed. Parents are also asked to check and sign their children's homework diaries each week
- ◆ Homework should be **completed by the date set**. A letter should be provided in the event that it has not been possible to complete homework.
- ◆ Standards in homework completion should match class work.

The School Day

| | |
|--------------------------------------|---|
| Preschool: | Day commences at 8:30-9.00am and ends at 3:15pm |
| Reception – Year 2 inclusive: | Day commences at 8:55am and ends at 3:25pm (Whistle blown at 8.50am) |
| Years 3 – 6 inclusive: | Day commences at 8:55am and ends at 3:30pm (Whistle blown at 8.50am) |

Unless children are involved in a supervised activity children should not be brought to school **before 8:30am.**

There are staff members available for help at the beginning and end of the day. Nevertheless, with the exception of the circumstances described above, the school **does not accept responsibility for children** travelling to and from school nor for children on the premises before the beginning of the day or left unattended by parents at the end of the afternoon session.

Health

- ◆ A member of staff trained in First Aid treats pupils who fall ill or who sustain injuries.
- ◆ Emergency cases are normally taken to Alder Hey Hospital.
- ◆ Parents are notified by telephone of any serious problems.
- ◆ Consent will approve any treatment which may be necessary having been recommended by a fully registered medical or dental practitioner. Such treatment – including anaesthesia, surgery and/or other specialist procedures – will be initiated at a hospital participating in the National Health Service.
- ◆ Permission for emergency medical treatment is sought from all parents should such treatment be required.

Administration of Medicines – Guidelines for Parents / Carers

- No member of staff is duty bound to administer medicines.
- All parents must complete the **Medicines Permission Form** (available in school office / school website) if their child requires medicine during school hours, whether ongoing requirement or short term course.
- **ALL** medicines must be handed to the School Office for safe storage. Children must not keep medicine in their possession.
- Every occasion where medicine is administered to a child during school time will be recorded.

Types of Medicine:

Medicines to be used in an emergency situation (e.g. Epipen)

- Parents must complete the Medicines Permission Form; a Health Care Plan will be created when this type of medicine is prescribed to a child, and will be reviewed at the start of each school year
- Staff are trained by healthcare professionals to administer medicines of this kind.

Prescribed medicine for short term use (e.g. antibiotics)

- Parents must complete the Medicines Permission Form for **every instance** when this type of medicine is prescribed to a child.
- Where possible, parents must administer this type of medicine before school. If medicine of this type is to be taken during the school day, parents should attend school to administer the medicine to their child. If this is not possible, parents may arrange (on a case by case basis) for the medicine to be administered by the Head Teacher / other member of SMT / Office Staff.
- The medicine must be clearly labelled.
- A child may self-administer this type of medicine (if age appropriate). This will take place under supervision from the Head Teacher / other member of SMT / Office Staff.
- For younger children, and if parents are unable to come to school to administer medicine, this type of medicine may be administered by the Head Teacher or other member of Senior Management Team.

Prescribed medicine for ongoing use (e.g. asthma inhalers, medicine for allergic reactions)

- **All hay fever medicine MUST be administered by parents before school.**
- Parents must complete the Medicines Permission Form; a Health Care Plan will be created when this type of medicine is prescribed to a child, and will be reviewed at the start of each school year.
- The medicine must be clearly labelled. **It is the parent's responsibility to ensure the medicine is in date.**
- A child may self-administer this type of medicine (if age appropriate). This will take place under supervision from the Head Teacher / other member of SMT / Office Staff.
- For younger children, this type of medicine may be administered by the Head Teacher / other member of SMT / Office Staff.
- If the medicine is required during the school day, the school office will inform parents prior to the administration of the medicine. If the office is unable to contact parents, medicine will be administered as necessary.

Non-prescribed medicine (e.g. Calpol, Piriton)

- **If a child requires this type of medicine (e.g. paracetamol), parents must administer this type of medicine at home. If this is not possible, parents must attend school to administer the medicine.**

Medical File and storage of medication:

- For Reception—Y6, medical file is stored in first aid room. Preschool file kept in the Preschool.
- When a pupil needs their medication, a record of date, time and the person who supervised the self-medication is noted in the medical file.
- All inhalers are stored in container that is kept in the medical room and can be transported to PE and swimming.
- Inhalers and special medication can be transported to external events and residential trips in an appropriate First Aid case. Teacher in charge of the group will keep all medication.
- All other medication is kept in a locked metal container labelled Controlled Medication.
- **Parents have the responsibility of noting and replacing out of date medication.**
- If there is a change in or stopping of medication, parents are requested to inform the school.

School Uniform

On the following pages is a complete list of uniform requirements for Preschool through to Year 6.

Uniform can be purchased from:

Monkhouse Schoolwear
St Edward's College
Sandfield Park
Liverpool
L12 1LF

Tel: 0151 909 2721

Opening Hours: Tuesday 12.30pm—5.00pm
 Thursday 12.30pm—5.00pm

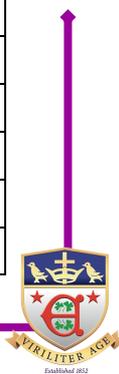
Preschool Uniform

| BOYS AND GIRLS | |
|------------------------|--|
| Regulation School Coat | Purple |
| Joggers | Regulation Navy Joggers |
| Polo Shirt | Regulation Purple Polo Shirt |
| Sweatshirt | Regulation Purple Sweatshirt |
| Shorts (Summer) | Regulation Navy Shorts |
| Socks | Navy |
| Shoes | Plain Black—suitable for indoor / outdoor use, no lace-ups |
| Hat and Scarf | Regulation Purple Hat and Scarf |
| Sun Hat | Plain white – required in the Summer Term |

Reception—Year 2 Uniform

| BOYS | |
|------------------------|---|
| Regulation School Coat | Purple |
| School Blazer | Purple with Badge |
| School Scarf | Regulation Design |
| School Tie | Regulation Design |
| White Shirt | Plain white short sleeved (summer) or long sleeved (winter) shirt |
| Shorts | Grey school shorts (no extra side pockets) |
| Jumper | Regulation grey jumper |
| Pump Bag | Drawstring purple (to hold pumps for indoor use and swimming kit—to be purchased from Mrs Harvey) |
| Book Bag | Regulation Bag |
| Socks | Grey |
| Indoor Plimsolls | Non-marking soles – these will also be used for P.E. |
| P.E. Shorts | Regulation blue shorts |
| Plain white T-Shirt | For P.E. |
| Swimming Jammers | Regulation Design – royal blue |
| Swimming Goggles | |
| Swimming Cap | Regulation Design |

| GIRLS | |
|------------------------|--|
| Regulation School Coat | Purple |
| School Blazer | Purple with Badge |
| School Scarf | Regulation Design |
| School Bow Tie | Regulation Design |
| White Blouse | Plain white short sleeved (summer) or long sleeved (winter) shirt |
| Pinafore Dress | Regulation grey pinafore dress |
| Cardigan | Regulation grey jumper |
| Pump Bag | Drawstring purple (to hold pumps and swimming kit—to be purchased from Mrs Harvey) |
| Book Bag | Regulation Bag |
| Socks | White ankle socks—summer, grey socks / tights —winter |
| Indoor Plimsolls | Non-marking soles – these will also be used for P.E. |
| P.E. Shorts | Regulation Blue |
| Plain white T-Shirt | For P.E. |
| Swimming Costume | Regulation Design – royal blue |
| Swimming Goggles | |
| Swimming Cap | Regulation Design |
| School Summer Dress | Required in the Summer Term |
| Hat | Plain white cap for summer |



Years 3—6 Uniform

| BOYS | |
|---------------------------|---|
| Regulation School Coat | Purple |
| School Blazer | Purple with Badge |
| School Scarf | Regulation Design |
| School Tie | Regulation Design |
| White Shirt | Plain white short or long sleeved shirt |
| Shorts | Grey school shorts (no extra side pockets) YEARS 3 AND 4 |
| Trousers | Grey school trousers YEARS 5 AND 6 |
| Jumper | Regulation grey jumper |
| Track Suit | Regulation Design |
| Pump Bag | Drawstring purple (to hold swimming kit) |
| School Bag | Regulation Bag |
| Black Sports Bag | Regulation Bag |
| Socks | Grey |
| Training Shoes | Non-marking soles – these will be used for P.E. and Games |
| P.E. Shorts | Regulation Blue |
| Rugby Jersey | Regulation Design |
| P.E. Top | Regulation Design |
| Rugby/Football/P.E. socks | Regulation Design |
| Swimming Jammers | Regulation Design – royal blue |
| Swimming Goggles | |
| Swimming Cap | Regulation Design |

| GIRLS | |
|-------------------------|--|
| Regulation School Coat | Purple |
| School Blazer | Purple with Badge |
| School Scarf | Regulation Design |
| School Bow Tie | Regulation Design |
| White Blouse | Plain white short or long sleeved shirt |
| Pinafore Dress | Regulation grey pinafore dress - YEARS 3 AND 4 |
| Grey Skirt | Regulation grey skirt - YEARS 5 AND 6 |
| Cardigan | Regulation grey jumper |
| Track Suit | Regulation Design |
| Pump Bag | Drawstring purple (to hold swimming kit—available from Mrs Harvey) |
| Book Bag | Regulation Bag |
| Socks | Grey |
| Training Shoes | Non-marking soles – these will be used for P.E. and Games |
| P.E. Skort | Regulation Blue |
| Rugby Jersey | Regulation Design |
| P.E. Top | Regulation Design |
| Swimming Costume | Regulation Design – royal blue |
| Swimming Goggles | |
| Swimming Cap | Regulation Design |
| Regulation School Dress | Required in the Summer Term |
| Socks | Plain white ankle length required in the Summer Term |

Hairstyles:

Girls' hair must be of a conventional style, tidy and clear of the face. Hair, which covers the blouse collar, must be tied back with purple or black bands/ribbons. Peculiar or bizarre styles are unacceptable (these include bleached, dyed, tinted or highlighted hair – but this list is not exhaustive). Gel and similar substances are not allowed.

Boys' hair must be of a conventional style, tidy and clear of the face and shirt collar. Peculiar or bizarre styles are unacceptable (these include bleached, dyed, tinted or highlighted hair, closely cropped(less than number 3), lines or patterns cut into the hair or long hair on top and extremely short on the sides – but this list is not exhaustive). Gel and similar substances are not allowed.

Please Note:

- ◆ All personal property must be clearly labelled.
- ◆ No make-up, or nail varnish may be worn.
- ◆ No jewellery may be worn including studs in ear lobes (plastered covers ear piercings are not allowed)
- ◆ Ear piercing should not be done during short holidays as ears need 6 weeks before the earrings can safely be removed. Please use the longer summer holiday if you wish to get your child's ears pierced.
- ◆ Watches may be worn, at the owner's risk.

Care must be taken at all times in the general appearance of pupils.

Co-operation of parents and carers is expected.

School Policies:

All school policies are available on request.

Policies available on the school website (Our School > School Policies):

- ◆ Anti-Bullying Policy
- ◆ Admissions Policy
- ◆ Attendance Policy
- ◆ Behaviour Policy
- ◆ Charging Policy
- ◆ Closure Policy
- ◆ Complaints Policy
- ◆ Curriculum Policy
- ◆ Substance Abuse & Drugs Policy
- ◆ Early Years Equality Policy
- ◆ Educational Trips & Visits Policy
- ◆ Equal Opportunities Policy
- ◆ E-Safety Policy
- ◆ Fire Procedures Policy
- ◆ First Aid Policy (including Administration of Medicines)
- ◆ Health & Safety Policy
- ◆ Missing Child Policy
- ◆ Child Protection Policy
- ◆ Safer Recruitment Policy
- ◆ SEND Policy

Term Dates and Calendar Dates are available via the school website.

Breakfast Club

7:45 - 8:30 a.m.

£1.50 per session

| | |
|-----------------|-------|
| Cereal and milk | £1.00 |
| Toast per slice | £0.30 |
| Milk per carton | £0.30 |
| Carton of juice | £0.25 |

After School Care

3:30 - 6.00 p.m.

Cost per session:

| | |
|-----------------------------|-------|
| Session 1A (3:30 - 4:30 pm) | £4.00 |
| Session 1B (4:30 - 5:30 pm) | £4.00 |
| Session 2 (3:30 - 5:30 pm) | £7.00 |
| Session 3 (3:30 - 6:00 pm) | £9.00 |

There will be a variety of healthy food and drinks available for children during After Care.

Penalty charges for late pickup (after 6pm): £5 for the first 15 minutes and a further £5 for each subsequent 15 minutes delay.

To book your child into Breakfast Club / After Care, please complete a form (from school office / from website) and hand to the school office. It may be possible to book your child into After Care on the day; however if the facility is fully booked then it is possible that your child will not be able to attend.



Runnymede PSA

The P.S.A. (Parents and Staff Association) is a group of parents and grandparents who have joined together for the benefit of all the children at Runnymede School.

They meet on a regular basis during term time to discuss:

- ◆ Ideas for future fundraising
- ◆ The implementation of current planned events
- ◆ Expenditure the school may have requested
- ◆ Seasonal treats for the children (e.g. Christmas parties)

This is how the school benefits from PSA fundraising:

Outdoor learning provision
IT equipment
Music equipment
PE equipment
Outdoor and indoor play equipment
Easter treats
Christmas parties
Sports day medals and cold drinks
Decoration of school at Christmas time

The PSA is always looking for new members, who can provide fresh ideas and renewed energy!

There is no need for parents to attend meetings (unless they want to!) but any help with PSA activities and events is always hugely appreciated.

Please let the school office know if you are able to help out with any PSA activities or events, or are able to donate raffle prizes.



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