



# Welcome to St Mary's Catholic Primary School.

Name : \_\_\_\_\_

DOB : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Class : \_\_\_\_\_

These completed forms should be returned to  
the school. Please **clearly print** all relevant  
information

Telephone number: 020 7603 7717

e-mail : [admin@stmarysrc.lbhf.sch.uk](mailto:admin@stmarysrc.lbhf.sch.uk)

<https://www.stmarysrc.lbhf.sch.uk/>





**St Mary's Catholic Primary School**  
**Masbro Road**  
**W14 0LT**  
**Head Teacher: Miss Black**  
**Chair of Governors: Nicolette Moser**

## Home / School Agreement

Pupil's Name:

### TOGETHER WE WILL:

- Support the child and help achieve a complete education within a Catholic environment of Faith and Love.
- Encourage the children to keep the school rules.
- Implement any special arrangements which may be required to enable the child to succeed happily in their learning.
- Encourage children to show kindness and consideration to others.
- Create an environment where bullying of any kind is not tolerated.

### PARENTAL RESPONSIBILITIES

We acknowledge that we, as parents, are the primary educators of our children and have an irreplaceable role in supporting our children's learning at school. Therefore I/we will try to:

- Make sure our child is punctual, attends school regularly and notify school as early as possible on the day of absence.
- Support the school's policies and guidelines on discipline, homework, uniform, jewellery and medicines and advise the school of any health or relevant family problems.
- Attend parents' evenings and discussions about my child's progress.
- Support my child in completing homework on time and to the best of their ability
- Make sure my child reads/is read to regularly at home every day.
- Maintain and develop the family involvement in the life of the Catholic Community.
- Contribute regularly to the school funds.
- Monitor my child's use of social media and ensure parental controls are in place on electronic devices to keep my child safe online

Parent/Guardian .....

Date .....



## **Emergency Contact Details**

**PLEASE PRINT THIS INFORMATION CLEARLY**

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

<b>Emergency Contact 1</b> Cllr / Mrs / Miss / Ms _____ Relationship to child : _____ Address : _____  Post Code : _____ Home Telephone : _____ Mobile Telephone : _____ Work Telephone : _____ E-mail address : _____	<b>Emergency Contact 2</b> Cllr / Mrs / Miss / Ms _____ Relationship to child : _____ Address : _____  Post Code : _____ Home Telephone : _____ Mobile Telephone : _____ Work Telephone : _____ E-mail address : _____
<b>Emergency Contact 3</b> Cllr / Mrs / Miss / Ms _____ Relationship to child : _____ Address : _____  Post Code : _____ Home Telephone : _____ Mobile Telephone : _____ Work Telephone : _____ E-mail address : _____	<b>Emergency Contact 4</b> Cllr / Mrs / Miss / Ms _____ Relationship to child : _____ Address : _____  Post Code : _____ Home Telephone : _____ Mobile Telephone : _____ Work Telephone : _____ E-mail address : _____



Dear Parents / Carers,

In line with our Safeguarding Policy, I would be grateful if you would complete and return this form to your class teacher at your earliest convenience.

***'I give permission for the following person(s) to collect my child from St Mary's Catholic Primary School at the end of the school day or after clubs.'***

Child's Name: \_\_\_\_\_ Class : \_\_\_\_\_

	Name	Relationship to child	Contact telephone Number
1			
2			
3			
4			
5			
6			

Signed : \_\_\_\_\_ Date : \_\_\_\_\_

Relationship to child : \_\_\_\_\_

Your contact telephone number: \_\_\_\_\_



Child's Name: \_\_\_\_\_

Class : \_\_\_\_\_

From time to time pupils will go off site to do work in the school's immediate area – to visit the church, Brook Green, to visit the police station, to see the shops etc.

These opportunities enable the children to extend their learning in the local environment.

I understand my permission will cover the period in which my child is a pupil of the above school.

Signed : \_\_\_\_\_

Print Name : \_\_\_\_\_

Relationship : \_\_\_\_\_

Date : \_\_\_\_\_



## Medical Information

**PLEASE CLEARLY PRINT THIS INFORMATION**

Name of Pupil : \_\_\_\_\_

Name of GP : \_\_\_\_\_

NHS number : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone Number : \_\_\_\_\_

Does your child suffer with Asthma ? Yes / No

Does your child suffer with Eczema ? Yes / No

Does your child suffer with any other conditions we should be aware of ? Yes / No

If 'YES', please specify :

\_\_\_\_\_  
\_\_\_\_\_

Does your child need medication in school ? Yes / No

If 'YES' please specify :

Name of medication: \_\_\_\_\_

Dosage Required : \_\_\_\_\_

Frequency : \_\_\_\_\_

Any other relevant medical information :

\_\_\_\_\_  
\_\_\_\_\_

**Please note that we need a letter from your GP for any medication kept in school apart from the blue (reliever) inhaler**

Signature of Parent / Guardian : \_\_\_\_\_



## General Information

How will your child travel to school. Please tick **1** box only :

<input type="checkbox"/>	<b>Walk</b>	<input type="checkbox"/>	<b>Travel by car / van</b>	<input type="checkbox"/>	<b>Travel by taxi</b>
<input type="checkbox"/>	<b>Travel by bus</b>	<input type="checkbox"/>	<b>Car share with friend</b>	<input type="checkbox"/>	<b>Travel by London Underground</b>
<input type="checkbox"/>	<b>Travel by train</b>	<input type="checkbox"/>	<b>Travel by bike</b>	<input type="checkbox"/>	<b>Other</b>

## Permission

Please tick and sign that you give your permission for the following:

<input type="checkbox"/>	I give permission for my child's photograph to be taken and to be used on our website <a href="https://www.stmarysrc.lbhf.sch.uk/">https://www.stmarysrc.lbhf.sch.uk/</a>
<input type="checkbox"/>	I give permission for my child's photograph to be taken and to be used on our school Instagram

**Scan here to see the school Instagram**



## **Parent's Consent for Media and Web Publication of Work and Photographs :**

I agree that, if selected, my son / daughter's work may be published on the school website. I also agree that photographs which include my son / daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

Signed : \_\_\_\_\_

Relationship to Child : \_\_\_\_\_

Print Name : \_\_\_\_\_

Date : \_\_\_\_\_



PLEASE ENSURE YOU NOTIFY THE SCHOOL IN WRITING OF ANY CHANGES OF PERMISSION.

## **Healthy Schools**

To retain our Healthy School Status, it is important to promote healthy lunches and playtime snacks.

Hot meals are available daily to all children they are nutritionally balanced and of a high standard, children are offered milk or water to drink with their meal.

### **Lunch:**

Lunches are charged at £2.50 per day and are paid and ordered direct with The Pantry. No cash is accepted at the school. Pantry will send login details to Parents who need to need to register to open an online account and pre order their child's meals.

Parents who are in receipt of benefits may be eligible for free school meals and **must** apply for them and send evidence to school before your child starts. Your child will receive their free school meal but it's really important to still complete the Government's registration form in case your child is eligible for extra funding for our school from the Government, worth £1,300 per year. This is money we spend on supporting your child in school. The registration process is straightforward and confidential. Further information about registration can be found on the borough site, [www.lbhf.gov.uk](http://www.lbhf.gov.uk)

### **Snacks:**

Nursery children receive a free funded portion of fruit and a drink of milk each day.

In the Nursery the children eat together as a class. They take turns to set the table for lunches and they eat in their classrooms. In Reception all the children begin the supported transition to eat together in the dining hall.

**Early Years** – including Nursery and KS1 children have fruit provided free of charge for their morning snack.

At break times children in KS2 may bring a piece of fruit or vegetables.

If your child is taking part in an After School Club they may have a healthy snack such as a piece of fruit, a cereal bar and water to drink. (please note it is not possible to provide refrigeration for snacks)

PLEASE ENSURE THAT YOU HAVE NOTIFIED THE SCHOOL OF ANY MEDICAL FOOD ALLERGIES.

**Thank you for your co-operation in this matter**



## **Your child can have a free breakfast at St Mary's**

We have a free breakfast club for children which can save you time and ensure your child has a healthy breakfast to start their day. The Breakfast Club runs from 7:45am to 8.45am. Entrance is via the car park from 7:45am. Our two school gates on Masbro and Faroe road are also open from 8:30 onwards.

Children are offered breakfast with a choice of bakery items, cereals, porridge and fruit. There are also a range of games and activities available for them to enjoy and an opportunity to socialise with their friends before the school day starts. From 8.30 they can play outside on the playground.

### **Bluebirds After School Care**

The after school care scheme is open from 3.15 – 6.15pm. Children are collected from class at the end of the school day. The club is held in the Year 1 classroom and the playground area. To register please contact the school office for an application form.

The children are offered a healthy snack and drinks during Bluebirds Club. This is a snack not an evening meal. Please do not send your child with their own food or sweets as this causes problems with other children.

During the club, the children have a range of activities to choose from such as art and craft, board games, construction, cooking, role play, and a variety of indoor and outdoor sports. There will also be a designated quiet area to provide an opportunity for children to complete homework, if they wish. We do not compel children to complete homework.

The After School care closes at 6.15pm. Please collect your child from After School Care via the Nursery gate on Masbro Road you. Your child may only be collected by someone who is 16 years of age or older and we must have the names of all people approved to collect your child.

If you are late to collect your child at the end of the school day from 3:30 onwards, they will be sent to Blue birds. You will need to collect your child from here. There is a £8.50 charge for the use of after school club.



## **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:

1. By telephoning the school **020 7603 7717**
2. By e-mail – you can inform us of absences by using the e-mail address as noted:  
[admin@stmarysrc.lbhf.sch.uk](mailto:admin@stmarysrc.lbhf.sch.uk)
3. By visiting the school office, which is open 08.00 – 16.00 hours Monday to Friday.

**Please note that a letter confirming reasons for absence is also requirement upon return to school and should be directed to the office.**

We monitor lateness and absences very closely. As a school our target for attendance is 95% by the end of the academic year.

**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**

All requests for absence must be placed in writing and addressed to Miss Emanuel, our Designated safeguarding lead.



**UNIFORM LIST**  
(All uniforms must be clearly labelled)

<b>Boys Winter Uniform</b>		<b>Girls Winter Uniform</b>	
Light blue long sleeve shirt		Light blue long sleeve shirt	
Grey trousers		Grey pinafore(Y1&2 only) / Grey skirt (Y3,4,5,6)	
School tie*		School tie *	
Grey jumper with school crest*		Grey cardigan with school crest *	
Grey socks		Black/grey tights/socks	
Black school shoes			

<b>Boys Summer Uniform</b>		<b>Girls Summer Uniform</b>	
Light blue Polo		Blue/white gingham checked dress	
Grey plain shorts			
Grey jumper with school crest*		Grey cardigan with school crest *	
		White socks – ankle or knee length	
Black school shoes			

- = Available from Sogan's 6 Greyhound Rd, London W6 8NX.




School blazer with school logo, this can be purchased from Sogans and is available from year 1 - Year 6. A school blazer is optional.

School jackets with the school logo can be purchased from Sogans. Parents have the option of purchasing a navy/black jacket available from a wide range of retailers.

PE KIT We require that our pupils change for PE activities. They need an appropriately labelled PE kit consisting of the following:

**Children in the Early Years wear the PE kit only**

Summer PE Kit/Early Years Uniform		Winter PE Kit/Early Years Uniform	
White T-shirt		White T-shirt	
Black shorts		Grey tracksuit	
White socks		White socks	
Trainers	White or black	Trainers	White or black
Blue PE kit bag with/without school crest		Blue PE kit bag with/without = school crest	

Children not allowed to wear the following:

- Coloured trainers
- Boots
- Hoodies
- Denim, leather or brightly coloured coats
- Brightly coloured hats or scarves or any item of clothing with branding or logos which are not official school uniform items
- Brightly coloured hair accessories

**Please Note:**

Jewellery should not be worn in school, with the exception of plain stud earrings. Staff cannot be responsible for loss or damage. Unsuitable earrings in pierced ears can result in torn ears when caught in clothing or during physical education activities or normal play.

Watches, if worn, are the child's own responsibility. Both watches and earrings must be removed for swimming lessons. We discourage children from setting trends or following current fashions in hairstyle or dress, as this distracts attention from schoolwork.



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.

We are therefore asking for your co-operation to provide this information by ticking **ONE** of the boxes in each of the three categories : Language, Ethnicity and Religion.

We would like to thank you for your co-operation in helping us with this survey.

**Child's Religion** : \_\_\_\_\_

**Child's Nationality** : \_\_\_\_\_

**Country of Origin** : \_\_\_\_\_

If not a resident in the UK for the past 6 months, please state country arrived from and date of entry to the UK : \_\_\_\_\_

## Language

Child's Mother Tongue: \_\_\_\_\_  
(first language spoken at home)

Please tick **one** of the boxes which best describes your child's home language, eg., any language (in **addition to English**) spoken by anyone in the family home.

Amharic		Creole – French		German		Panjabi		Tamil	
Arabic		English		Gujarati		Serbo-Croat		Turkish	
Armenian		French		Hindi		Singhalese		Twi	
Bengali		Farsi		Italian		Somali		Urdu	
Chinese-Cantonese		Ga		Malayan		Spanish		Vietnamese	
Chinese – other		Gaelic		Polish		Swahil / Kishwahili		Welsh	
Creole - English		Greek		Pashto		Tagalog / Filipino		Yoruba	
Other									

## Ethnicity

Please tick **one** of the boxes which best describes your child's ethnic origin.

White – British		Any Other Mixed Background		Other Black African	
White – Cornish		Asian and Any Other Ethnic Group		Any Other Black Background	
White – English		Asian and Black		Black European	
White – Scottish		Black and Any Other Ethnic Group		Black North American	
White - Welsh		Black and Chinese		Other Black	
Other White British		Chinese and Any Other Ethnic Group		Chinese	
White – Irish		White and Any Other Ethnic Group		Hong Kong Chinese	
Traveller of Irish Heritage		White and Chinese		Malaysian Chinese	
Any Other White Background		Other Mixed Background		Singaporean Chinese	
Albanian		Indian		Taiwanese	
Bosnian-Herzegovinian		Pakistani		Other Chinese	
Croatian		Mirpuri Pakistan		Any Other Ethnic Group	



Greek/ Greek Cypriot		Kashmiri Pakistani		Afghan	
Greek		Other Pakistani		Arab Other	
Greek Cypriot		Bangladeshi		Egyptian	
Italian		Any Other Asian Background		Filipino	
Kosovan		African Asian		Iranian	
Portuguese		Kashmiri Other		Iraqi	
Serbian		Nepali		Japanese	
Turkish/Turkish Cypriot		Sri Lankan Sinhalese		Korean	
Turkish		Sri Lankan Tamil		Kurdish	
Turkish Cypriot		Sri Lankan Other		Latin / South / Central American	
White European		Other Asian		Lebanese	
White Eastern European		Black Caribbean		Libyan	
White Western European		Black –African		Malay	
Gypsy / Roma		Black - Angolan		Moroccan	
White and Black Caribbean		Black - Congolese		Polynesian	
White and Black African		Black - Ghanaian		Thai	
White and Asian		Black - Nigerian		Vietamese	
White and Pakistani		Black – Sierra Leonean		Yemeni	
White and Indian		Black – Somali		Prefer Not to Say	
White and Any Other Asian Background		Black Sudanese		Other (please indicate)	

As a school we are always looking for opportunities to engage with our parents and local community. If you have a particular skill or area of expertise that you are happy to be called upon to share please complete below.

Job Title: \_\_\_\_\_

Area of expertise: \_\_\_\_\_



Website: Please visit our school website for more information <https://www.stmarysrc.lbhf.sch.uk/>

Instagram: scan the barcode below to see our school instagram



**Class WhatsApp:**

Each class has their own whatsApp group for parents to be able to communicate outside of school. If you would like to be added to your new class WhatsApp group. Please indicate by including your mobile number you would like to be added as well as the year group:

Year Group: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Thank you for taking the time to complete these forms. This booklet should be returned to the **School Office**

**As soon as possible**

Please also remember that you **must** inform us of any changes of address, contact details etc. **as soon as possible** in the future.

We look forward to welcoming you into school.

If you have any queries in the mean-time please do not hesitate to contact us.

