



St Chad's
CATHOLIC PRIMARY SCHOOL



Mr M Hinton, B.Ed. Hons, NPQH
Executive Headteacher

Mrs S Chapman, B.Ed Hons
Executive Head of School

st Chad's Catholic Primary School



Catholic Lane, Sedgley, Dudley, West Midlands, DY3 3UE
Telephone: 01384 889423 Email: info@st-chads.dudley.sch.uk
Website: www.st-chads.dudley.sch.uk

EXECUTIVE HEADTEACHER'S WELCOME

Welcome to St Chad's Catholic Primary School on behalf of the Governors and staff.

Our School has a strong Catholic ethos and we all try our best to work, learn and grow together, knowing Christ is in our heads, our hearts and our hands. We're very proud of our partnership with our Parish and Parish Priest.

Everyone at St Chad's is dedicated to providing the best possible education and care to every single young person we serve. It's really important to let us know immediately if you have any concerns about your child's happiness or progress – we are here to serve you and your children and we are proud and happy to do so!

We aim to give all our children an exciting and challenging faith based curriculum so that they discover and develop their God given abilities and skills during their time at St Chad's. Our curriculum is firmly rooted in the Catholic School's Pupil Profile that you can read more about on our website.

We are very, very proud of the positive relationships we have with our parents and carers and this is a focus for our work. Our school has a very strong 'family feel' and this is reflected in the good relationships that continue to develop between governors, parents, parish, staff and pupils.

I am grateful to our Dudley Local governing Body and the Board of Directors who are responsible for monitoring our work and helping us to ensure we provide high quality education and care for all of our pupils. Without a doubt, our best asset at St Chad's are the wonderful children we have the pleasure and honour of working with every day.

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Introduction to St Chad's Catholic Primary

We thank you for showing interest in our school, and hope that you find this prospectus useful. If there is any further information you require, you are very welcome to contact us at any time.

Our school is situated in Sedgley, which is at the northern tip of Dudley Borough and just 3 miles south of the centre of Wolverhampton in the Black Country.

We are a Catholic Primary School for boys and girls aged 4 to 11 years.

Saint Chad's serves two Catholic parishes: the adjoining St Chad's and All Saints, and St Peter's and the English Martyrs, Lower Gornal. We also welcome applications from children of any faith to join our caring community.

Our School is proud to be part of the St John Bosco Catholic Academy Company. St Chad's School provides a happy, caring and safe environment, where Staff and Governors work in partnership with parents and with the parish communities. We provide our children with a broad and balanced, faith based, curriculum, which challenges every child. The quality of teaching and learning is consistently reviewed to maintain a high standard and ensure continuous improvement.

Children learn in a friendly atmosphere the values of respect, truth, equality, forgiveness and kindness. We work to develop children's knowledge and understanding of our Christian faith, teaching them to relate these values to their everyday life. We also celebrate cultural diversity and encourage understanding and respect for others.

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St Chad's Collective Worship

Our faith is very important to us and provides the foundation for all we do at St Chads.

Collective Worship in School

Collective Worship is central to the life of our Catholic community and remains central to the school day. Once a week Father Paul comes into school to celebrate Mass and every Friday classes Mr Hinton or Mrs Chapman for the weekly merit assembly.

Our collective worship timetable is as follows:

Monday	Gospel Assembly
Tuesday	Mass
Wednesday	Wednesday Word Assembly
Thursday	Guided meditation or prayer
Friday	Merit assembly

School Mission Statement

At St Chad's we are part of God's family:

We learn from Jesus' teachings in the Gospels

We love Jesus and each other with all our hearts

We show kindness to everyone just like Jesus did

'Christ in our heads, our hearts and our hands'

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Aims and Objectives

St Chad's Catholic Primary School is a Catholic, Christian community whose priorities are as follows:

- To create a sound, Christian, caring, challenging and enjoyable environment in which all are taught and encouraged to develop spiritually, religiously, mentally, artistically and physically.
- To recognise and promote the growth of the God-given talents of the pupils in our community.
- To value the dignity of each member of our community as we strive towards quality and excellence.
- To teach and encourage good Christian working relationships both in and out of school.
- To teach and ensure equal opportunities for all.
- To prepare the pupils, by sound Catholic Christian teachings, to face the future with strong Faith and confidence.
- To teach and encourage the Christian principles of forgiveness, healing and reconciliation.
- To teach the value of self-discipline, and help to establish its use.
- To teach all pupils to treat everyone and everything with courtesy and respect.

At St Chad's we recognise and stress the importance of Church, school and family working together to promote and promulgate sound Christian principles in our future generations.

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St Chad's Staff

Name	Title/Responsibility
Mr M Hinton	Executive Headteacher
Mrs S Chapman	Executive Head of School
Miss E Oakley	SENCO
Mrs N Smith	Nursery
Mrs L Dunne	Teacher
Miss G Fellows	Teacher
Mrs J Hunt	Teacher
Mr A Lodge	Teacher
Miss T Polito	Teacher
Miss S Westwood	Teacher
Mr B Wilkinson	Teacher
Miss G Clarke	Teaching Assistant
Mrs E Hadley	Higher Level Teaching Assistant
Mrs M Harper	Higher Level Teaching Assistant
Miss S Newey	Teaching Assistant
Ms L Quinn	Teaching Assistant
Mrs L Stevenson	Teaching Assistant
Mrs C Westwood	Teaching Assistant
Miss J Moretti	TA Apprentice
Miss K Pascall	TA Apprentice
Mrs K Lemm	Office Manager
Mrs D Cox	School Administrator
Mrs D Southall	Middy Supervisor
Mr R Shilton	Site Manager
Mrs D Holloway	Cleaning Staff
Mrs M Shilton	Cleaning Staff
Mrs C Beese	Kitchen Staff
Mrs S James	Kitchen Staff

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St Chad's Committee Structure

FOUNDATION DIRECTORS

D Howell	Chair of Local Governing Body, Foundation Governor
Sister B Arroh	Foundation Governor
A Bromley	Foundation Governor
N Vizor	Foundation Governor
K Williams	Foundation Governor
E Myers	Parent Governor
J Wollerton	Parent Governor
S Hand	Staff Governor

Dudley Regional Governing Body

Welcome to the Dudley Regional Governing Body area of the website where we will post information about the membership and work of the Regional Governing Body.

Governors play a very important role in the life of the school and we would like to explain who we are and what we do.

So who are we?

We are a group made up of governors of parents, staff and practising Catholics. This means that we bring together a very wide range of views and experience from both within and beyond the school.

Governors don't need any formal qualifications, expertise or previous experience, just some time to offer and an interest in helping to ensure that every student gets the most out of their time at our school and our other Dudley Schools.

We work as a team and although we each belong to a particular category (parent governor, staff governor etc.); we don't formally represent that group on the Dudley Regional Governing Body. For example, parent governors don't represent the parents at the schools or report back to them.

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St Chad's Committee Structure

And what do we do?

The Dudley Regional Governing Body is a key partner in school leadership, working very closely with the principals and staff of each school. The local governing body is responsible for monitoring and accounting for St Chad's, St Joseph's and Bishop Milner. The Local Governing Body is directly accountable to the Board of Directors of the St John Bosco Catholic Multi Academy Company.

The way in which we do this:

The regional Governing Body is responsible for ensuring the successful delivery by the Principals of the day to day operational matters affecting the daily life of the schools as delegated by the Board of Directors.

We act as a 'critical friend' to the schools, it is our job to decide we are satisfied with the answers and ensure the right action and measures are then taken.

Governors monitor progress of students in each individual schools and report on progress, ensuring accountability between the leadership teams of the schools and ourselves who are accountable to parents/carers and the wider community.

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Admission Arrangements

St Chad's welcomes applications for admission from parents of prospective pupils. Children are admitted into the Reception class in the September after their fourth birthday.

Applications for Reception class should be made on-line to your Local Authority as the admissions process is part of the Dudley LA co-ordinated scheme. There are 30 places available in Reception class and these places are offered to children based on the admission's criteria. St Chad's also have a Supplementary Information Form which we ask parents to complete.

For in-year applications (children already in a school elsewhere) please contact the school directly to see if we have a place available.

We are always happy to speak to interested parents and answer any questions you may have.

St Chad's Catholic Primary School is part of the St John Bosco Catholic Academy. The admissions authority for the school is the Board of Directors of the St John Bosco Catholic Academy who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St Chad's Catholic Primary School.

The admissions process for St Chad's Catholic Primary School is part of the Dudley Local Authority co-ordinated admissions scheme. To apply for a place at St Chad's Catholic Primary School in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Chad's Catholic Primary School on the application form.

All applications which are submitted on time will be considered at the same time, after the closing date. No priority is given to preference ranking.

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Admission Arrangements

If the application is submitted using the online electronic system you will be advised of the outcome of your application by the local authority on behalf of the school. If you do not apply online, the local authority will post a letter advising you of the school that your child has been offered by second class post.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority to children living closest to the school determined by the shortest distance

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at <http://www.birminghamdiocese.org.uk/parish-map/> and will be applied to the admission arrangements for the academic year.

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Admission Arrangements

OVERSUBSCRIPTION CRITERIA

If the number of applications exceeds the admission number, governors will consider applications according to the following order of priority;

Baptised Catholic children who are looked after or previously looked after.

Baptised Catholic children living in the parish of Parish of St Chad and All Saints, Sedgley and St Peter and the English Martyrs, Lower Gornal, who have a brother or sister in St Chad's school at the time of admission.

Baptised Catholic children living within the Parish of St Chad and All Saints, Sedgley and St Peter and the English Martyrs, Lower Gornal.

Other Baptised Catholic children who have a brother or sister attending St Chad's at the time of admission.

Other Baptised Catholic children.

Non-Catholic children who are looked after or previously looked after.

Non-Catholic children who have a brother or sister attending St Chad's at the time of admission.

Non-Catholic children.

If there is over-subscription within a category, the Academy Committee will give priority to children living closest to the school determined by shortest straight line distance measured from the front door of the school to the home address.

*Please read the Admission's Policy for more information,
which is on the School's website.*

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School Uniform

WINTER UNIFORM

(September to Easter holiday)

Boys

Grey trousers
Green shirt
Red tie
Green v-neck sweatshirt - with school crest
Grey socks
Black shoes

Girls

Red tartan kilt OR grey trousers
Green shirt
Red tie
Green v-neck sweatshirt - with school crest
Black school shoes (low heels)

Reception, Year 1 and 2 children;
Red tights
Red knee-length socks

Year 3, 4, 5 and 6 children
Bottle green tight
bottle green knee-length socks

SUMMER UNIFORM

(return after Easter holiday to October half term, but Winter uniform can still be worn)

Boys

Red and white check short-sleeved shirt
Green v-neck sweatshirt
Grey shorts or long grey trousers
Grey socks
Black shoes

Girls

Red and white check dress
Red cardigan
White ankle or knee-length socks
Black school shoes (low heels), or white sandals (low heels and no open fronts)

Uniform suppliers;

Crested School Wear: Unit 14 Churchill Shopping Centre, Dudley, DY2 7BJ. Tel: 01384 918330
Team Sports: 11 Bilston Street, Sedgley, DY3 1JA. Tel: 01902 677500
A Oakes: Churchill Shopping Centre, Dudley, DY2 7BJ. Tel: 01384 255600

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School Information

PE KIT

To obtain maximum benefit from PE and for health reasons it is compulsory for all children to wear shorts and a T-Shirt. The T-shirt must be in the child's house colour. Please label everything and put it into a pump bag which can be left in school.

HAIR

The Local Governing Body request that all children attending school must do so in a standard and acceptable hairstyle. Long hair (past the bottom of the collar) must be tied back and hair falling over the eyes must be clipped back during lessons. Short hair must be a minimum of a grade 3, with no shaved lines or patterns, or extreme partings.

NO JEWELLERY

As a safety precaution and to prevent accidents during PE and other activities, the wearing of any item of jewellery in School is strictly forbidden without exception.

GENERAL INFORMATION

Trainers, sport shoes, fashion shoes and boots are not acceptable as school uniform footwear.

Please label ALL items of school uniform including PE clothing and footwear with the child's name. This makes it easier to identify lost items.

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School Information

THE SCHOOL DAY

Year group	Start time (doors open from 8.45)	Finish time
Morning Nursery	8.30	11.30
Afternoon Nursery	12.30	3.30
Reception	8.55	3.15
Year 1	8.55	3.15
Year 2	8.55	3.15
Year 3	8.55	3.15
Year 4	8.55	3.15
Year 5	8.55	3.15
Year 6	8.55	3.15

SNACKS AT PLAYTIME

In an effort to promote healthy eating the children are asked to bring fruit or a healthy snack for break time. As we have children with allergies please **DO NOT SEND** snacks containing nuts; this includes chocolate spread Nutella sandwiches. Please check food labels before sending a snack into school.



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School Information

POSITIVE BEHAVIOUR

Positive behaviour is something which we pride ourselves on in school. We always give children the highest care and support in all situations. Our Policy can be found on our website.

MANNERS

Children are encouraged to have good manners. Words and phrases such as "please", "thank you", "good morning", "good afternoon" and "excuse me" are actively promoted.

SCHOOL CLUBS

A variety of clubs are available for the children after school. Some of these are seasonal and some of them run throughout the year.

PARKING

In the interest of the safety of everyone on site please DO NOT drive onto the School car park. The electronic front gates are closed at 8.30am to prevent access into the car park by any vehicle at this very busy time of the school day. Parents have permission to use the Asda car park - 2 hours free. Please do not use the Church car park as children and families walk through this area to access school.

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School Information

Breakfast Club

St Chad's Catholic Primary School offer a Breakfast Club which runs every morning during term time, from 7.30am until the start of the school day, for children who are on roll with us in Reception up to Year 6. Please bring your child into the club using the entrance that leads onto the playground.

The dedicated team of school staff will look after the children and staff will walk the children to their class at the start of the school day. A breakfast box will be prepared by the school's catering team.

The facility is offered at a cost of £5.00 per child, per day and fees must be paid with the booking on the SchoolGateway App. The club runs during term time only and we have space to accommodate 26 children.

Sessions must be booked a week in advance and paid for at the time of the booking to secure your child's place. To register your child please complete the forms at the end of this booklet and hand into the school office.

After School Club

St Chad's Catholic Primary School offer an After School Club which operates from the end of the school day until 5.45pm and the facility is available for children who are on roll with us in Reception up to Year 6. The club runs during term time only. At the end of the session children must be collected, by an adult, from the entrance that leads onto the playground.

We offer 2 sessions;

Up to 4.30pm - £6.00 per child, per day

Up to 5.45pm - £10.00 per child, per day

Late fee: A £5.00 fee will be charged for late pickups.

The dedicated team of staff will look after the children. A snack box will be prepared by the school's catering team.

Sessions must be booked a week in advance and paid for at the time of the booking to secure your child's place. To register your child please complete the forms at the end of this booklet and hand into the school office.

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School Information

PUPIL'S RECORDS FOR EMERGENCIES

Please inform the school of any changes in circumstances such as a change of address, telephone numbers, access/custody arrangements (if any), doctor, etc. A "Pupil Records" form must be filled in for School records, so that parents can be contacted quickly in an emergency.

MEDICATION

Only medication prescribed by a GP can be administered on your behalf by school staff. An administration of medication form **MUST** be completed by the child's parent before handing medication into school. The pharmacy label must indicate clearly the child's name and the dose required. Antibiotics or penicillin can only be administered by school staff if it's prescribed for 4 times a day (otherwise it can be administered at home morning, at the end of the school day and before bedtime). We will make special arrangements for any child with a long term medical condition. Please contact us to make the necessary arrangements.

SCHOOL NURSE

Arrangements can be made for parents or pupils to meet with the nurse to discuss particular issues or concerns.

SPECIAL EDUCATIONAL NEEDS

At St Chad's Catholic Primary School, it is the belief that all children have a right to a full and rounded education which will enable them to achieve their full potential. We use our best endeavours to secure special educational provision for pupils for whom this is required. Special educational provision means educational or training provision that is in addition to, or different from, that made generally for others of the same age in a mainstream setting. Health care provision or social care provision which educates or trains a child or young person is also to be treated as special educational provision. Children with special educational needs may require extra support because of a range of needs. All children have a right to an education that enables them to make progress so that they can achieve their best and become confident individuals.

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School Meals



CATERING TEAM



St Chad's has its own catering kitchen with all meals cooked on site.

As a healthy school we actively encourage good quality nutrition and food. Our cooked lunches are carefully balanced and nutritionally checked against the Government food standards.

Children have a variety of choices of vegetables, salad and fruit each day. Water and squash is provided at the table.

All children eat with their own class in the school hall – whether they have a meal provided by school or bring a packed lunch from home.

We also encourage healthy choices for children bringing packed lunches from home. Packed lunches need to include:

- Something substantial - such as a sandwich or some pasta
- Vegetables or fresh fruit
- Only one sweet snack!
- A drink (water or fruit juice)

Please remember we are a nut friendly school, as some of our children have life threatening allergies, please do not send any nuts, or items containing or made from nuts into school, eg no Nutella or peanut butter sandwiches, snickers bars, etc

Kitchen staff prepare and provide a lunch for children and we employ a Lunchtime Supervisor, who with the School's Teaching Assistants, supervise the children at lunchtime.

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Free School Meals

UNIVERSAL FREE SCHOOL MEAL

All children who are in Reception, Year 1 and Year 2 (Key Stage 1) are entitled to a universal free school meal irrespective of parental circumstances. This means that if you have a child in these year groups they may have a meal at school free of charge under the Government Scheme.

FREE SCHOOL MEAL ENTITLEMENT


Parents who receive any of the following may be entitled to Free School Meals for their child/ren too.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit Run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

If you wish to apply for Free School Meals, please go to

www.dudley.gov.uk/resident/your-council/council-tax-and-benefits/benefits/free-school-meals

If you need further information, you can contact the Free School Meals Team by:

-  Telephone -01384 814988
-  Email – freeschoolmeals.benefits@dudley.gov.uk
-  Visiting – Dudley Council Plus, Castle Street, Dudley
between 8.30am and 5pm Monday to Friday, 9am and 12 noon Saturday



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Curriculum

RELIGIOUS EDUCATION

Our Catholic faith is at the very heart of our school and is evident as soon as you step through our doors in what you will see, hear and feel inside St Chads.

We work very hard to treat everyone in school with care and respect just as Jesus taught us to 'love one another as I have loved you'.

Our close link with our Parish is very important to us and our school chaplain is the Parish Priest, Father Paul. All of our assemblies and prayer services throughout the week are rooted in the teachings of Jesus.

As well as the daily acts of collective worship our children also pray regularly throughout the day in their classrooms. Our entire curriculum and school culture is based on the teachings of Christ and children are taught to become kind, respectful, forgiving and caring young people. Great care is taken to make links between the Gospels and our day to day behaviour and treatment of others. Jesus is at the heart of our school and as such we welcome and value equally all members of our school community, Catholics and non Catholics alike.

SEX EDUCATION

We provide a programme of "All That I Am" which is firmly based on Christian Principles and positive Catholic teaching and is supplemented by the scheme 'A Journey in Love' which runs through from Reception to Year 6 in an age appropriate way. All Sex Education will be approached within the context of the family and family relationships and will conform in all aspects to the teachings of the Catholic Church.

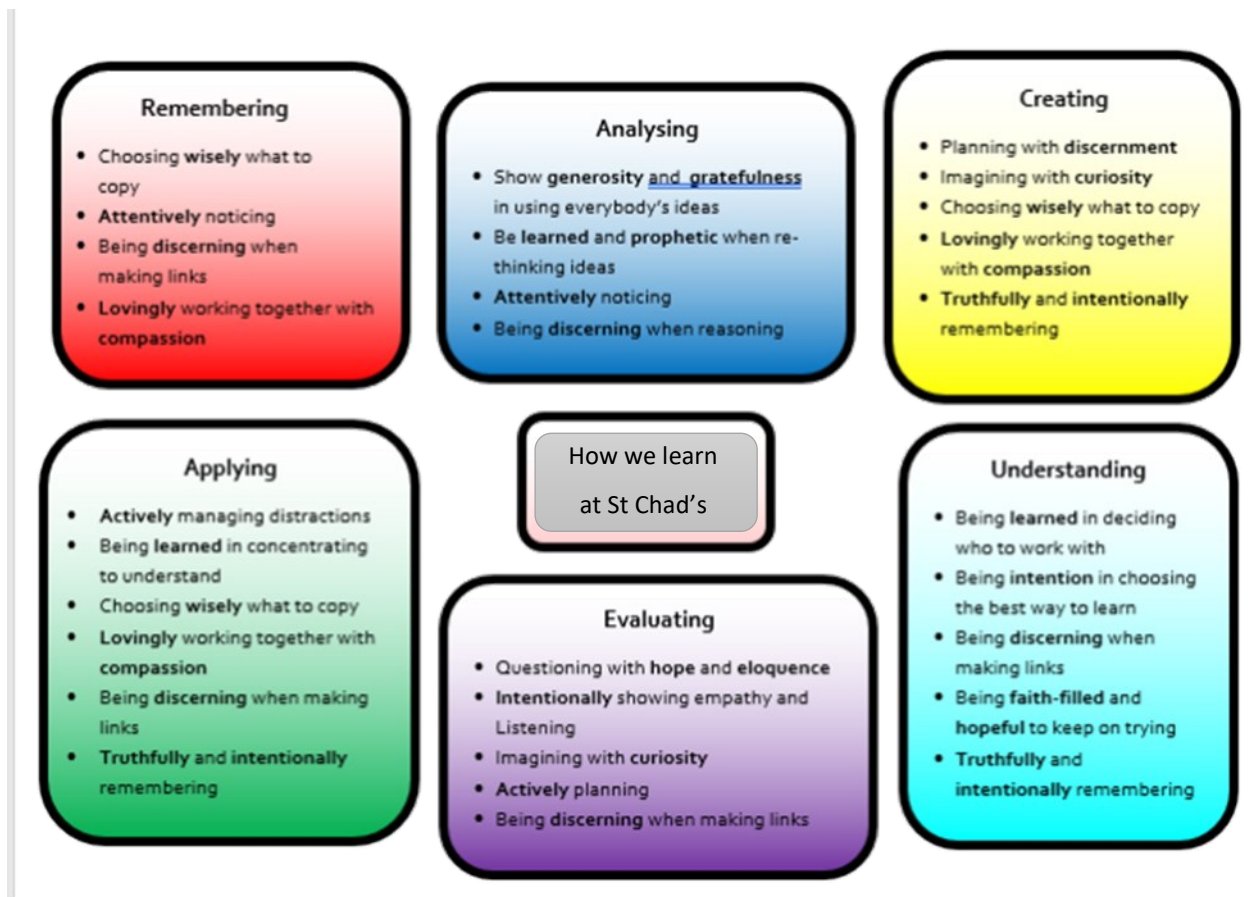
EDUCATIONAL VISITS

Such activities are actively encouraged to enhance the curriculum and give the children wider experiences. A voluntary contribution is sometimes requested from parents to subsidise educational visits or activities. Information is always sent to parents prior to taking children on any trip.

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Curriculum

Our curriculum is rooted in the Catholic Schools Pupil Profile:



You can find full details of our entire curriculum on our website:

www.st-chads.dudley.sch.uk/curriculum.

We carefully differentiate our curriculum to ensure it is relevant and accessible to children of all abilities. We provide additional support for children to access the curriculum where necessary. Our curriculum is open and accessible to all children, regardless of gender, ethnicity or religious beliefs.

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Curriculum

ASSESSMENT

All teachers keep records of the children's work to monitor progress and set appropriate targets. These records are available to be discussed at any time, and will form the basis for discussion at Parents Evenings or Open Days.

Statutory end of Reception Assessment is carried out in Reception class during the summer term.

Statutory Phonic Assessment is carried out in Year 1 during the summer term.

Statutory National Curriculum Assessment for Key Stage 1 will take place in Year 2 during the Spring and Summer terms.

Statutory National Curriculum Assessment for Key Stage 2 will take place in Year 6 during the Summer Term.

Also, there are non-statutory SATs for Years 3, 4, and 5, which will be carried out during the Summer Term.

Test Results For the latest most up to date published results for EYFS, Year 1 Phonic Check, Key Stages One and Two please see our school website.

REPORTING TO PARENTS

Formal parent evenings are held termly, where parents are offered an appointment to come into school and discuss their child's progress. Teachers also complete a full written report for every child at the end of each academic year and a mini report each term.

HOMEWORK

Homework provides an opportunity for learning experiences to be further developed outside the school situation. It does not mean formal exercises carried out by children without help from adults. It is the involvement of parents and carers in joint activities, which can be very brief, which is most valuable in promoting children's learning.

Attendance

If your child is away from school for any reason, please telephone the school as soon as the absence starts and send a letter explaining the reason for the absence when the child returns to school as well as a copy of an appointment card, prescription, hospital letter, etc.

The school is required to account for all absences and where a child is absent without a valid reason, or where no explanation has been received, it is treated as “unauthorised”. Where children are absent from school without notification the school will contact home by telephone.

The school works closely with an Attendance Consultant and the Education Investigation Service (EIS) to encourage high attendance by all pupils. When attendance falls below a certain level, parents will be contacted by the school, the Attendance Consultant and/or the Education Investigation Service. Non-attendance is regarded as “unauthorised absence” when the school is not notified of the reason for the absence. If your child is away from school for any reason, please let us know.

HOLIDAYS DURING TERM TIME

If you are planning a Family Holiday during term time a Leave of Absence form has to be completed (available from the School Office) so that the absence may be registered. However NO holiday in term time can be authorised by the school. Parents or guardians are urged not to take family holidays in term time.

For more information please look through the Attendance Policy on the school’s website, call us or you can make an appointment to speak to the Attendance Consultant.

Attendance during one typical school year (190 days)	Equals this number of days absent	Which is approximately this many weeks absent	Which means this number of lessons missed (6 per day)
95%	10 days	2 weeks	60 lessons
90%	19 days	4 weeks	Over 100 lessons
80%	38 days	8 weeks	Over 220 lessons
70%	57 days	11.5 weeks	Over 300 lessons

Catholic Lane, Sedgley, Dudley, West Midlands, DY3 3UE
Telephone: 01384 889423 Email: info@st-chads.dudley.sch.uk
Website: www.st-chads.dudley.sch.uk

Safeguarding

Keeping Children Safe

If you are a parent or visitor to our school and are worried about the safety or wellbeing of a child or a family you can ask to speak to one of our Designated Safeguarding Leads. The Designated Safeguarding Leads at St Chad's are;



Mr Hinton
Executive Headteacher
Designated Safeguarding Lead



Mrs Chapman
Executive Head of School
Designated Safeguarding Lead



Miss E Oakley
EYFS Leader and SENCO
Deputy Safeguarding Lead



Mrs N Smith
Nursery Teacher/Deputy EYFS Leader
Deputy Safeguarding Lead



Miss T Polito
Senior Teacher
Deputy Safeguarding Lead



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Communication App

COMMUNICATION SYSTEM - TEXT MESSAGING AND ONLINE PAYMENTS

The school has invested in a communication and payment system. Once your child is registered at school you can download the app. Once downloaded we will not only be able to send you all of the whole school letters, but we'll be able to send you personalised messages and communications. The new system also includes an online payment tool for school meals and other activities like trips and clubs. If you need any help please give the office a call. Alternatively if you search School Gateway Support there is an easy to follow online guide and video.



Search for “School Gateway” in the Apple App Store/Google Play or on your phone. Go to

www.schoolgateway.com/apple (Apple)

or

www.schoolgateway.com/android (Android)

Install the app and if you are asked then say yes to “Allow Push Notifications”

When you launch School Gateway for the first time, please select ‘New User’ and enter the email address and mobile telephone number you have registered with school.

The system will send a PIN code to your phone; please enter this PIN code and the app will be activated for you.

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We are here to help

SCHOOL MANAGEMENT

In the event of a problem arising please contact us as soon as you can so that we can look into the matter for you. Mr Hinton and Mrs Chapman are always available to speak to you.

COMPLAINTS PROCEDURE

At St Chad's Catholic Primary School, we are keen to ensure that all pupils and parents are content with the education provided by the school. However, if as a parent, you have reason to make a complaint about the school, please make an appointment to speak to the Headteacher first. We aim to treat all pupils equally regardless of gender, race or religion. Every effort is made to ensure effective partnership between school and home. Most problems that arise are dealt with through discussion with the Headteacher. However, should this not be the case, there is a formal complaint procedure which can be initiated by parents. The Complaints procedure can be found on the school's website.

SCHOOL CLOSURE

There are occasionally times when the school may need to close in exceptional circumstances such as severe weather, lack of heating or water supply etc. We will always do all that we can to keep the school open. Please listen to the local radio stations:

Radio WM	95.6 FM
Free radio	97.2 FM
Heart FM	100.7 FM

These stations are often very busy when bad weather arrives, it is important to keep listening at all times. Messages regarding closures will also be put on the school's website www.st-chads.dudley.sch.uk and will be sent out by our communication system.

In the very extreme case of school needing to close EARLY, no pupil will be released unless the adult who normally collects them arrives. Staff will always supervise children until they are collected so please do not put yourself at risk by rushing to school.

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Website: www.st-chads.dudley.sch.uk



St Chad's
CATHOLIC PRIMARY SCHOOL



st Chad's Catholic Primary School



**Part of St John Bosco
Multi Academy Company**

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