



Walk On Water

St Paul's Church of England Voluntary Aided Primary & Nursery School



St Paul's Church of England VA Primary & Nursery School
Langleybury Lane, Hunton Bridge, Kings Langley,
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Welcome to St Paul's C of E VA Nursery and Primary School.

Our school is based on a strong sense of community and belonging – every member is valued and encouraged to fulfil their God-given potential; Christian values are at our core. We see ourselves as one big family where everyone is nurtured. We want children to enjoy their learning and to build memories that will last a lifetime.

Working together in partnership with parents and the wider community is at our heart and we welcome opportunities for everyone to be involved. Respect and courtesy are evident throughout the life of the school and the behaviour of the children is exemplary. We are situated in idyllic grounds which provide many opportunities for exploration, reflection and self-discovery of the world in which we now live. Children flourish in this school.

We have high expectations and an uncompromising ambition to improve outcomes for children. We want every child to reach their full potential and to see their confidence and self-esteem grow. We are committed to the safeguarding of children. Please take an opportunity to look at this website to get a flavour of what St Paul's has to offer and if you would like to visit please do not hesitate to contact us – we would love to show you around.

Choosing a school is a very important decision to make. If you decide to choose St Paul's, you can be assured that we have your child's best interests at heart; we value them as individuals and have high expectations of what they are capable of achieving.

I look forward to meeting you.

Michelle Cohen
Head Teacher





St Paul's C of E School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Designated Senior Person for Child Protection is Miss Michelle Cohen and the Link Governor is Vaan Livmore Hardy. There is a detailed Child Protection Policy, which is available from the School Office within 24 hours notice and can be located on our school website www.stpauls779.herts.sch.uk. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. Governors and all staff have had appropriate training, which is updated at least every three years.

All allegations of abuse by or complaints of a teacher will be dealt with following the Child Protection procedures. For any complaints about the Head Teacher, the Chair of Governors should be contacted directly.

WALK ON WATER

To inspire a community which values everyone and their God given potential, encouraging all to flourish, achieve and believe in future possibilities.



Our Aims:

- **INSPIRE** - To build a vibrant and inspiring learning environment which promotes curiosity, creativity and enthusiasm.
- **BELONG** - To promote a sense of community where every individual feels happy, safe, respected and valued.
- **ACHIEVE** - To strive for excellence in all areas.
- **FLOURISH** - To allow everyone to flourish and develop their God-given potential.
- **BELIEVE** - To lay a foundation of knowledge, skills and faith so that life can be approached with confidence, resilience and self-belief.

A Church School

St Paul's Church of England Primary School, Langleybury is a Voluntary Aided School. It was built in 1858 by William Jones Loyd to provide education "according to the principles and practices of the Church of England". The school moved from its original site to a modern building set in a woodland area in 1967.



The school accepts all children from age 3 to 11 years.

As with all church schools, we continue to be part of the national education system and operate in partnership with the local education authority (LEA). The school is linked to St Paul's Church, Langleybury and is within the parish of Langleybury.

Church representatives are part of the Governing Body. The governors as a whole are responsible for the school. This includes the curriculum, admissions policy and the appointment of staff as well as the care of the external fabric of the building.

We endeavour to foster our links with the Church. The vicar takes a weekly act of collective worship at school and the whole school visits the church for monthly services. There is collective worship every day at school. The services include birthday celebrations where children born in that month are given a candle and a special individual St Paul's birthday cake. Parents and family members are invited to all of our church services. Near the time of

Collective Worship

Daily collective worship provides an important part in the life of the school, bringing together children and staff in an act of worship. Children are at all times encouraged to play an active part and are given the opportunity to take part in acts of worship. Our acts of worship are primarily Christian based but also cover moral and social issues. The children are made aware of the importance of other world faiths to enable them to take their place in the wider world in which we live.

It should be noted that parents have the right to withdraw their children from an act of collective worship.

During the year the Worship Group lead the school in acts of worship. Themes for these assemblies come from our Christian values and are merged with St Alban's Diocese themes for the church year. Each year group takes it in turns to study the theological theme or value in class by reading the story or writing prayers for the class prayer table.

On a Friday we have a celebration assembly where the children choose to bring in certificates, awards and trophies from out of school activities. The children are presented with their awards in this assembly along with a green leaf for the large celebration tree on display in the hall.





The School Day

Nursery	9.00am-12.00pm
Reception and Key Stage One (Years 1 and 2)	8.50am – 3.30pm (Lunch 12.00 – 1.00pm)
Key Stage Two – Year 3, 4, 5 and 6)	8.50am – 3.30pm (Lunch 12.00 – 1.00pm)

All year groups have a break during the morning session and Reception and KS1 also have a break in the afternoon. These take place from 10.40am until 10.55am and 2.40pm until 2.55pm. Staff supervise the playtimes and Year 5 children have the role of Play Leaders leading playground games with the younger children at lunchtime.

Children must be at school by 8.50 am as this is when the bell will ring. There are 2 members of staff on duty in the morning from 8.40am - 8.50am. *However, responsibility for any child cannot be taken prior to 8.50am.*

Nursery children remain the responsibility of parents/carers until 9am.

Children are asked to line up in their class groups either on the Key Stage 1 or Key Stage 2 playground. We encourage the children to line up without their parents and to come into class with as little help as possible.

The School and Grounds

The school was opened on its present site on 8th March 1967. The school is situated in delightful grounds and is surrounded by woodland. There is very generous space for outdoor sporting activities. There is an established nature trail/forest in the grounds. The children use this for sketching, orienteering and science and specific forest activities. We also have a prayer trail that the children devised themselves. This is used for RE and times of reflection.

There is a separate playground for KS2 children, which also doubles as a netball/basketball court. There is a separate playground for Foundation Stage and Key Stage One children, which has an enclosed play area. All areas have play apparatus such as log frames and climbing walls with soft surfaces for safety and access to play equipment that the children use independently and co-operatively.



School Admissions Policy

INTRODUCTION

St Paul's C of E Primary School is a Voluntary Aided Church of England School within the Diocese of St Albans. The Governing Body of the school is the admission authority. The Governors will admit up to the admission number of 30 children into the Reception class. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e 30 pupils per class.

Hertfordshire County Council (HCC) operate an agreed co-ordinated admissions scheme in line with government legislation. HCC will coordinate the process on behalf of the school according to the scheme published each year. The Governing Body, as the admission authority, will allocate the available places in line with this policy. However, offers will be made by HCC.

The closing date for admission application forms to be received by HCC is as advertised by that authority. Information on completing the 'on line' application and notification dates of admission decisions are published in the HCC admissions literature which is also available from their website.

All applications **must** be made on line at Hertfordshire County Council website. Parents/ carers are requested to complete our supplementary information form (SIF) and return it to the school office by the date given above. If a SIF is not completed the Governing Body will apply their admission arrangements using the information submitted on the HCC form only, which may result in your application being given a lower priority.

The school provides for the admission of all successful applicants who have reached their 4th birthday by the beginning of September.

The Governors co-operate with the fair access policies of HCC.

Twins and multiple births are now included in the list of exceptions from the infant class size rule. This means that where the 30th child to be admitted is the first twin then the second twin will also be admitted.

Please complete the Supplementary Information Form (SIF) for St Paul's C of E Primary School and make an application on the Hertfordshire County Council website address: - www.hertfordshire.gov.uk/admissions



The Curriculum

The children in the school are arranged into classes each according to age. We seek to provide education to enable each child to reach his/her potential. The teacher will meet these needs on an individual level, within small groups, within a year group or with the whole class together. This enables the teacher to build up a close bond with the children in his/her care. It is important to remember that children develop at widely differing rates.

The school's curriculum is broad and balanced and follows the National Curriculum for Key Stage 1 and Key Stage 2. Reception and Nursery aged children work towards the Early Learning Goals of the Foundation Stage curriculum. Our school website knowledge organisers and curriculum information letters ensure that parents are always kept informed. Knowledge organisers are used to enhance the teaching of foundation subjects ensuring that pupils learn more and remember more.

The curriculum also includes environmental learning, enhanced by the study of our beautiful grounds and the local area. Educational visits are used as much as possible, with either child visiting galleries or museums or workshops organised in the school for several classes to enjoy. Older children have the opportunity to take part in residential journeys during the school year. We aim to ensure that all of our children have broadened their cultural horizons by the time they leave our school.

There are regular links with St Paul's Church with RE and other faith buildings and with the wider community.

English

In following the National Curriculum, we seek to foster an enthusiasm for speaking and listening, reading and writing. Our reading lessons are an integral part of our reading curriculum with a strong focus on reading throughout their school life. This is not on purely the technical elements of reading such as phonics and learning letter sounds, but ensuring children understand what they are reading and can discuss the texts readily. The phonic programme followed is a combination of Letters and Sounds and Jolly Phonics. Oxford Reading Tree is the book banding scheme used to ensure progression in reading books. We have a passion for creative writing where staffs instil an enthusiasm for cross curricular approaches to writing as well as teaching grammar and punctuation.



Mathematics

The mathematics teaching follows the National Curriculum. We expect each child to develop both an understanding of and an ability to use mathematical concepts. We focus on mental strategies, arithmetic methods and reasoning skills.



Science

In teaching the National Curriculum we aim to develop the skills of observation, investigation, classification and recording. The science curriculum applies to life processes and living things, materials and their properties and physical processes.

Computing

This curriculum is ever changing to move with the fast pace of the technological world. We aim to equip the children with the skills needed for their future. We use various pieces of hardware and software to ensure their learning of ICT is enhanced across all subjects. We have desk top computers in each class and a set of laptops and iPads.

Religious Education

R.E forms a vital part of the life of the school. Although this is not part of the National Curriculum, under the 1988 Education Reform Act it must be provided for all children.

At St Paul's School we have chosen a scheme that best fits our school, giving our children opportunities to explore Christianity in depth and we also cover the six other major faiths and world views.



Foundation Subjects

The children also develop their skills in history, geography, music, art, design and technology, Physical Education, Personal, Social and Health Education (P.S.H.E).

Health Education

The Governors of the school have agreed that the school should offer a programme of sex and drugs education. It is covered within science and PSHE/health education. It is appropriate to the pupil's development and is presented within a moral family- orientated and Christian framework. This complements the foundation for sex education that begins at home.



Detailed curriculum policy statements are available on request from the Head Teacher and available on the School Website.

Throughout the curriculum great importance is put on the child's self image. ALL children are given equal opportunities to take part in musical and dramatic events. The school is well known for its school plays and music evenings, which are held every year in school and in church. The school has a very active choir which performs in school and at many public events in the local and wider community.

Home learning

All children are expected to complete appropriate tasks at home, which complement and reinforce school activities. We rely on parental support and co-operation in these activities. Please see our Home Learning Policy for more details. All parents are asked to read and sign our Home/School Agreement when their child joins the school.

Assessment

The assessment of each child's learning covers the development of the whole child. We use continuous teacher assessment and the National Assessment Tasks. At each stage of learning the assessments look slightly different and are age appropriate. These assessments are shared with parents at timely intervals throughout the academic year and we endeavour to explain the processes involved.



We seek to encourage the children to develop the skills of self assessment.

It is not the school's policy to offer specific preparation or coaching for children sitting entrance examinations to the private sector or selective secondary schools.

Special Educational Needs -SEND

At St Paul's we are committed to treating all children as individuals. We have a very positive and caring attitude to children, ensuring that all their needs are clearly identified and their achievements maximised.

We have a whole school approach to special educational needs. Once a need has been identified we will liaise with parents and provide a programme of support within the school and where necessary we will involve the support of various specialists to extend this programme.

At all times a close liaison between home and school is vital if we are to support the child effectively.

Equal Opportunities

At St Paul's we believe in offering equal opportunities to all of our children regardless of their race, religion, gender or abilities. The Equalities Act of 2010 states that we should make parents aware of school's actions and responsibilities. This can be found on our School Website.

Extra-Curricular Activities

The school provide a variety of extra curricular activities. Currently these include choir, football, dance, gymnastics, netball and tennis. Many of these are free of charge and will vary from term to term. A new club timetable is on the website at the start of each new term. We also offer peripatetic music teaching in violin, flute, ukulele, cornet, guitar and drums. Parents have to pay for these lessons and they start at KS2 (Year 3). However, if parents are on income support and/or other benefits, they might be entitled to remission of fees. Please ask the School Office for details.

In Year 5 the children have a weekly lesson on the ukulele run by the Hertfordshire Music Service for half of the year. Years 3,4 and 6 have a half-term of ukulele lessons.



Our Space – Wrap around Care

At St Paul's, we offer Wrap Around Care for our children and parents who are juggling busy lives outside of normal school hours.

Our club provides a safe, warm and welcoming environment for up to 20 children with an emphasis on creating fun activities and the chance to bond and make friendships across all ages. Whether you need consistent wrap around care for the term, or ad-hoc bookings, we can help.

A one- off registration fee of £5 per family is payable and we also offer sibling discounts. Breakfast Club is also open to Nursery children.

Breakfast Club

Hours: 7.50am-8.50am (£4.50 per session)

After School Club

Hours: 3.30pm - 6.00pm Mon - Thurs (£10 per session or £8 for 5.00 pm pick up)

3.30pm - 5.00pm Fridays

You can register for Tax Free child care at www.gov.uk/childcare-provider-tax-free-scheme.



Communications

Newsletters

Newsletters are sent home on a weekly basis to keep parents informed about school events and other important information. Letters from school are usually sent home on a Friday. Newsletters and other whole school letters can be accessed via the school website. Communication from The Friends are usually sent home on a Thursday.

Link Book

This is a small book kept in your child's school bag and a really useful means of communicating messages via home and school. It also serves as a reading record book/journal. It is checked regularly every day by the adults in the classroom and allows parents to send messages to staff regarding their child.

School Website

This is the most efficient method in gathering information about our school. It is up to date and holds all of the important documents, policies and letters that parents' need. It also has information about the curriculum, your child's class, the staff of the school and its Governors.

ParentMail

ParentMail provides a reliable method of ensuring that you receive information within minutes of us sending it. The service is FREE to parents. To register all we ask for is your name and email address. We guarantee to keep your details private. More information is available at www.parentmail.co.uk. You must remember to register with Parentmail as well to ensure you get all of the emails. This service can also be used for receiving text messages via your mobile telephone.

Parent Consultation Evenings

Opportunities are provided throughout the year to meet the child's teacher on both a formal and informal basis. There are two formal parent consultations in the Autumn and Spring terms and an Open Evening in the Summer Term. Parents can also sign up for weekly Parent Surgery with the class teacher. On the website is our communications policy which aims to explain who best to speak to in the school about the concern parents may have.

School Reports

An annual school report for each child is given in July. Parents may wish to make an appointment to discuss this with the school teacher.

Contacting the School

If you have any practical queries, the office staff can usually help you. The communication policy has been designed to help support families with advice on who to contact.

You can also email us on admin@stpauls779.herts.sch.uk

It is best to talk to the class teacher in the first instance about any social or educational concerns. If you wish to discuss any matter further with the Deputy Head or the Head Teacher, please telephone to make an appointment.

Please telephone the school if your child is absent. Please let the school know of any circumstances that may affect your child's schooling. All matters will of course be in complete confidence. It is important that there is always close liaison between home and school.

Absences

If you keep your child at home because of illness, please telephone the school to let us know. If we do not hear of a reason for an absence, we will contact the parents as soon to 9am as possible for safeguarding reasons. If your child is well enough to attend school but not well enough to take part in PE/ Games / playtime please send a note to the class teacher. If you need to withdraw your child from the school day for a medical or other appointment, please write to the class teacher detailing the reason and time of appointment. When taking a child from school please come to the school office so that the teacher knows when your child leaves and returns. These precautions are for your child's safety.

Requests for longer leaves of absence from school should be sent to the Head Teacher. The School policy is that holidays should only be taken in term time if there are exceptional circumstances. All requests for holidays in term time should be made in writing to the Head Teacher. Holidays taken in term time without the Head Teacher/Governors' permission will be classed as an "unauthorised absence".

Complaints Procedures

The documents giving details of the complaints procedure are available from the Head Teacher. The policy is available on the school website.

Medical Care

The school First Aid and Health and Safety policies are in line with Hertfordshire County Council guidelines. These are all available on the school website.

It is the aim of the school to ensure that all members of staff are trained in emergency aid and that support members of staff are fully trained in first aid and health and safety in the workplace. All of our EYFS members of staff are trained in Paediatric First Aid.

The school has an asthma policy, which ensures that all asthma inhalers are easily accessible to children who suffer from asthma. Inhalers are kept in first aid boxes, which are under the supervision of each class teacher. Parents are asked to provide a second inhaler, which is kept centrally.

Staff at the school are under no obligation to administer medication to children.

Parents are expected to take responsibility and make arrangements for any administration of medication necessary during the school day if the child is well enough to attend school.

If a child has a specific medical condition, parents are welcome to discuss the needs of the child with the Head Teacher. These needs will be assessed individually and specific arrangements will be implemented. It is important that there is close liaison between home and school in such cases.

A programme of health education and regular health checks are carried out by the school nurse and parents have the opportunity to discuss any concerns with the school nurse.

Parents are contacted if a child has become ill or sustained a significant injury. If a child receives a bumped head, the child will take home a red letter detailing the time of the injury and checks that a parent will want to look out for at home over the next 24 hours. Parents also receive a copy of the accident book information for an injury sustained at school. If a parent cannot be contacted immediately the school will telephone an emergency contact number, which parents should supply when the child is first admitted to the school. It is important that this information is kept up to date and we will ask parents to check this information at the start of every academic year.



Healthy Eating

The school encourages a healthy eating policy which is within the guidelines issued by Radish (our catering contractor) and the DfE.

Our cook offers a choice of menu, which provides a balanced healthy eating diet, and children are encouraged to try the meals on offer. Payment can be made via an online payment system. Children may bring in a packed lunch. Parents are asked to provide a suitable lunch box. Fizzy drink is not allowed.

Under Government guidelines, children from Reception age to the end of Year 2 are entitled to a free school meal.

At break times children may bring a piece of fresh fruit, dried fruit, or raw vegetables. Foundation Stage and Key Stage One are encouraged to drink milk. These are to be ordered via school and again Nursery and children aged 4 are allowed milk for free. All children are encouraged to bring water bottles to school.

Children from KS2 are offered milk as well. However, there is a charge for this.



Uniform

School Uniform Policy

Winter Uniform (determined from after October Half term to End of Spring Term) *

For Boys and Girls all year round:

- St Paul's CE Primary School book bag for FS and KS1 *
- St Paul's CE Primary School rucksack for KS2. *

Pupils from Year 3 to Year 6 bring in a: **pencil case, a pencil, plastic ruler, rubber, sharpener, whiteboard pen (non- permanent), glue stick and a Berol Handwriting Pen. Fountain pens are allowed in Year 6.**

****These items are available from our school uniform suppliers. Only these type bags are acceptable for school use and please adhere to the above bag for the correct stage of the school. For example, a school rucksack is not acceptable for Nursery, Reception, Year 1 or Year 2 children.***

Both of these items are part of the school uniform and compulsory.

Boys

- Plain grey school trousers
- Plain grey or black socks
- White polo shirt with or without the school logo. **No school shirts.**
- Royal blue sweatshirt **with embroidered school logo**
- Black sturdy sensible shoes to be worn indoors
- Trainers or appropriate footwear for outside use.
- Any colour coat, gloves and/or hat



Optional – St Paul's reversible, waterproof, fleece coat from uniform suppliers. This is for outdoor wear.

Girls

- Plain grey school **pinfore** dress or **plain grey school skirt (pleated or plain design, just below the knee)** or plain grey school trousers
- Plain grey or black socks.
- Plain grey or black tights
- White polo shirt with or without the school logo.
No school blouses or shirts.
- Only a royal blue sweatshirt/cardigan **with embroidered school logo.**
Not a plain royal blue cardigan or jumper.
- Black sturdy sensible shoes to be worn indoors
- Trainers or appropriate footwear for outside use.
- Any colour coat, gloves and/or hat



• Optional – St Paul's reversible, waterproof, fleece coat from Uniform suppliers. This is for outdoor wear.

Summer Uniform (determined from after Easter Holidays to first half of Autumn Term) *

Boys

- Plain grey school trousers **or** plain grey school shorts
- Plain grey or black socks
- White polo shirt with or without the school logo. **No school shirts.**
- Royal blue sweatshirt **with embroidered school logo**
- Black sturdy sensible shoes to be worn indoors
- Trainers or appropriate footwear for outside use.

Optional Baseball cap to be worn.



Girls

- Plain grey school **pinafore** dress or **plain grey school skirt (pleated or plain design, just below the knee)** or plain grey school trousers. **Plain grey culottes may be worn.** School shorts **may not** be worn.
- A summer dress may be worn. This can be in the St Paul's CE Primary School fabric (as bought from our school uniform suppliers). It is a standard style with short sleeves. There is fabric available to purchase to make your own dress **but this has to be in the standard style.** The design can be given to you by the School Office.

- Plain grey or white socks.
- White polo shirt with or without the school logo.
No school blouses or shirts.
- Only a royal blue sweatshirt/cardigan **with embroidered school logo.**
Not a plain royal blue cardigan or jumper.

- Black sturdy sensible shoes to be worn indoors
- Trainers or appropriate footwear for outside use.

Optional Baseball cap to be worn.

- *This may change due to the Head Teacher's discretion at certain times of year, dependent upon the temperature of the weather. Parents and Carers will be notified through the appropriate channels.*

P.E. Clothing for Boys and Girls.

- Royal blue shadow stripe shorts
- White T-shirt with the school logo
- Trainers
- **From Year 1 upwards** Navy blue school tracksuit without any logos
(jumper and trousers)

- Long hair must be tied back
- Plain blue kit bag

- Additional item such as football boots and shin pads are advised for P.E. in KS2.



Make Up & Cosmetics

Make up, cosmetics and nail polish are not considered appropriate or consistent with our school uniform. The school does not permit such products to be worn by any children, unless there is a specific event for which permission has been given by the Head.

Hair

The school does not permit children to have haircuts that could serve as a distraction to other children or where the hair cut could produce a risk to the child's health and safety. Hair styles should be conventional e.g colours, pattern and excessive use of gel is not acceptable. Hair bands and ribbons should be in the school colours and should be of a reasonable size. Other novelty headgear should not be worn.

Jewellery

The only acceptable items of jewellery are a wristwatch and ear studs. Wristwatches must be removed for P.E. lessons. Ear studs should be small and round in size and shape and not coloured. Gold or silver are acceptable. Ear studs must also be removed or covered with micro-tape for P.E. lessons. The child must be prepared to do this him/her self.

It is part of the Home School Agreement to enforce this policy.

ALL CLOTHING AND FOOTWEAR MUST BE CLEARLY MARKED WITH THE CHILD'S NAME

Any clothing in Lost Property that is unnamed will be disposed of after 2 weeks.

Suppliers of our School Uniform are: -

National Schoolwear Centres (Wafford)

45 High Street (shop) Tel: 020 8421 9488
Bushey Fax: 020 8421 9487
Herts. WD23 1BD

AND

Beat School Uniform – an on line supplier

Order by Phone 01923 776 798

Order online www.beatschooluniforms.co.uk

Order via email info@beatschooluniforms.co.uk



Charges and Remissions Policy

The objectives of the charging provisions in the Education Reform Act 1988 are: -

To maintain the right to free school education

To establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parent's ability or willingness to pay towards the cost.

To emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give L.E.A.'s and school the discretion to charge for optional activities provided wholly or mainly out of school hours.

To confirm the right of the L.E.A.'s and schools to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, whether during or outside school hours.

Having regard to these objectives and the charging policies of the L.E.A. the Governors of St. Paul's school, Langleybury have drawn up the following policies:

A. Charges will be made for: -

- a) Board and lodging for residential trips.
- b) "Optional extras" (activities which take place outside school hours).
- c) Ingredients/materials for products made at school if parents have indicated in advance a wish to have the finished product.
- d) Charges may be made for the cost of replacing a school item (e.g. broken window, damaged text book, furniture, décor) when this is the result of a pupil's behaviour.
- E) Music Tuition
- f) Stationery
- g) School Lunches (KS2 pupils only – since new Government Legislation – Sep 2014)

B. Remissions will be made for the cost of board and lodging in respect of residential trips, when the activity is within school hours for: -

- a) Pupils whose parents are in receipt of Free School Meals or income support
- b) Pupils whose parents have particular circumstances of family hardship. Parents may apply in confidence to the Head Teacher for remission of charges in part or in full. Authorisation or remission will be made by the Head teacher in consultation with the Chair of Governors.
- c) Pupils whose parents are in receipt of Free School Meals or income support may apply for Remission of Music Fees via Herts Direct Benefit Office. They will advise what percentage of remission the applicant is entitled to and the school will invoice accordingly.

C. Voluntary Contributions – Many school activities or educational activities will not be able to take place without voluntary contributions. Parents will therefore be asked for voluntary contributions for the following school activities: -

- a) Residential school trips in school hours (excluding board and lodging)
- b) Day visits which contribute to the requirements of the National Curriculum.
- c) Swimming which is part of the National Curriculum
- d) Monthly Voluntary Contribution towards the Governors SCA fund. Please refer to Governing Body Minutes.

Pupil Premium children will have access to trips, workshops and free Music tuition

Termly theatre and music group visits into school are currently funded from the School Fund allowance and FRIEND'S OF ST PAUL'S donations and voluntary contributions.

D. Refunds will be given for excess amounts linked to school trips. But this would rarely happen due to the costing form for trips being exact.

Behaviour

Rules are necessary to teach, guide, protect and provide security and boundaries. Children are expected to be polite, well mannered and co-operative with all adults involved in school life and show care and consideration for others and their possessions.

Our policy is carried out by positive praise and encouragement of good standards of work and behaviour and through giving children responsibility. We encourage children to share in the corporate responsibility for the good behaviour and smooth running of the school. We encourage an attitude of self – discipline as the children mature. Where sanctions are necessary, it will be applied suitable to the occasion and needs of the child. We expect a high level of parental support and co-operation. A copy of the School Behaviour for Learning Policy and Anti-Bullying policy can be obtained from the School Office and is also available on the School Website.

Golden Rules

Be respectful and polite

Be kind and thoughtful to others

Try your best

Be prepared and organised

Care for our school environment

Go above and beyond

Health and Safety

Please note that no pedestrian access is allowed through the school car park. Only staff can park in the car park. Please apply in writing to the school office if you hold a current disabled badge and wish to apply for a school permit.

Safe parking is available in the Langleybury Cricket Ground car park and the church car park just off Langleybury Lane. Additional safe parking is available in the car park of the 2 restaurants and pubs in Hunton Bridge. This is a short walk from school with an underpass below the A41.

Please do not park on the double yellow lines on the service road OR around the mini roundabout which is intended to be a turning circle.

The safety of all of our children is paramount and you are requested to park safely and sensibly. Our Health and Safety policy is available on the School Website.

The information given in this prospectus was correct at the time of printing. If you require any further details, please contact the Head Teacher or the School Office.

