



Holy Trinity C of E School
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Head: headteacher@holytrinity.lewisham.sch.uk
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Headteacher: Miss Sarah-Jane Pendleton
Deputy Headteacher: Mrs Lorna McGwyer

We strive to be the best we can be in an inclusive, safe and supportive learning community; to nurture and equip pupils with positive attitudes so that they become effective members of a multi-cultural community who demonstrate the values of hope, faith and love and develop self-discipline and confidence in a Christian family environment.

Pray together, learn together, play together

From the Headteacher

Dear Parents/Carers,

On behalf of staff and myself, may I take this opportunity to warmly welcome you and your child to Holy Trinity Church of England Primary School.

Our mission statement sums up who we are as a school and I am sure that when your child starts at Holy Trinity you will see our mission lived out every day in school.

As a school we work very closely with pupils, parents and the wider community. We want everyone to feel as if they are part of the Holy Trinity family.

Holy Trinity is a small school catering for up to 210 pupils aged from 4 to 11. Our school has close links with Holy Trinity Church, on Sydenham Park. Pupils attend the church at regular intervals throughout the year and our current Vicar, The Venerable Alistair Cutting, takes Collective Worship regularly as well as other members of the church family supporting the school in a variety of ways.

Yours sincerely,
Sarah-Jane Pendleton

Groupings

The school is made up of seven classes, from YR to Y6. All classes have a maximum of 30 pupils and are organised into stages according to their ages. There is one class per year group. The EYFS (Early Years Foundation Stage) includes pupils aged 4 and 5 (Reception class), Key Stage 1 (infants) includes pupils aged between 5 and 7 (Years 1 and 2) Key Stage 2 (juniors) includes pupils aged between 7 and 11 (Years 3 to 6).

The staff consists of the Headteacher, Deputy Headteacher, class teachers, a number of part-time teachers and support staff.

Ethos

Pupil/staff relationships are based on strong Christian beliefs with an emphasis on improving standards of attainment and instilling a positive attitude to education and care for others.

At Holy Trinity we are very proud of our mission statement, our motto and our values. We link these closely with our learning and our school rules.

Collective Worship

We hold Collective Worship at the start of every day. This is built around an ethos of Christian Worship. The act of collective worship plays a significant role in the implementation of the school mission.

Pastoral Care

Pastoral care is on-going and shared by all members of staff. The class teacher is mainly responsible for the pastoral care of pupils. The school currently employs two Learning mentors and a Family support Worker who are available to support both children and parents. They can be reached through the school office.

Curriculum

Teaching and Learning is the fundamental purpose of the school community. All members of that community have an essential role to play in its success.

The National Curriculum is comprised of the following subjects:-

English, Mathematics, Science, Religious Education, Computing, Science, Design and Technology, Music, History, Geography, Art, Physical Education and Modern Foreign Language.

Availability of Staff and Open Evenings

Three Open Evenings are held annually. The first takes place early in the Autumn term. This provides the opportunity to meet your child's new teacher, pass on any relevant information, and discuss the planned programmes of study for the coming year. The second Open Evening is held in the spring term. During this visit you have the opportunity to discuss your child's progress and see his/her books. The third is held in the summer term when you are given the opportunity to discuss your child's annual report and to see his/her work.

The headteacher and staff are available to meet with parents/carers at a mutually convenient time. If you have an urgent problem, please let the school office know as soon as possible, whether in person, via a note with your child or by phone or email (admin@holytrinity.lewisham.sch.uk).

School hours

EYFS and KS1:

Morning: 8.50 am. – 12.30 pm.

Afternoon: 1.15 pm. - 3.00 pm.

KS2:

Morning: 8.50 am. - 12.45 pm

Afternoon: 1.30 pm. - 3.00 pm.

The Reception classroom is opened at 8.45am

The playground opens at 8.30am

Registration

After registration, pupils may not leave school before the official time unless a note requesting this is sent to the school on the morning of the day in question and an adult collects the pupil.

Should a child be absent from school or likely to be very late in arriving, parents/carers must inform the school office by telephone and upon return a note should be sent to the class teacher giving the reason for absence. If the absence is likely to be a prolonged one, the school should be informed of this as soon as possible.

Please note that the school registers are checked regularly by Lewisham's Attendance & Welfare Officer.

As far as possible, appointments should be made outside of school hours, so that pupils do not miss their time in school.

Holidays should not be taken in term time.

Punctuality

Please make sure that your child is in the playground by 8.45am. Please also make sure that you are in the playground at 3pm to collect your child.

Security

The school gate will be open between 8.30am and 8.50am and 2.55pm and 3.15pm each day. At other times access is via the school office. Please ring the buzzer and report directly to the school office.

No dogs are allowed on the school premises.

No smoking is allowed on the school premises; this includes the playground.

Please switch your mobile phone to vibrate when attending class assemblies or meetings with staff.

Pupils are not allowed to bring mobile phones to school.

Medical Inspections

During their time in school, pupils may be offered a medical examination which is carried out at the school by the school doctor or nurse by appointment. There is no further medical unless requested by a parent or teacher, or the doctor wishes to follow up the original examination. Height and weight is measured annually for pupils in YR and Y6.

Dental Check-Up

Occasionally a year group may be targeted for a dental check-up. Dental personnel visit the school occasionally to give talks to pupils on dental care.

Hearing Tests

Hearing tests are administered by one of the audiologists. Pupils are tested in Class R but any pupil suspected of a degree of deafness can be checked during the audiologist's annual visit.

Speech

Pupils experiencing difficulties with their speech may, with parental/carer consent, be referred to a speech therapist.

School Dinners

Meals are provided daily in the school hall.

The pupils are supervised throughout the lunch break by midday supervisors especially employed for this work.

All KS1 pupils are given a free school meal. There is no need for children to be provided with a packed lunch. The catering staff are able to cater for all dietary requirements. In KS2 meals cost £2.00 per day, £10.00 for the week. Dinner money should be paid in advance at least weekly.

Cheques should be made out to 'Holy Trinity School' with the pupil's name, class and 'Dinner Money' written on the reverse.

Free school dinners may be available to pupils whose parents are in receipt of benefits. Please contact Lewisham on 020 8314 6221 between 10am and 4pm for further information or speak to a member of the admin team in the school office.

Packed Lunch

KS2 pupils are allowed to bring a healthy packed lunch to school. A packed lunch should contain a roll or sandwich, yoghurt/savoury snack, fruit, fruit juice or water. No sweets, chocolates or fizzy drinks should be included in packed lunches.

Please do not give your child nuts as part of his/her packed lunch.

If you would like your child to switch from school dinners to packed lunch this may only be done at the beginning of each half-term. The school office should be notified in writing in advance.

UNIFORM

All pupils are to wear school uniform as listed below.

BOYS

Black or navy blue coat - Plain (no logos)
Black sweat shirt or cardigan with school logo
Gold polo shirt (YR – Y5) / White shirt with school tie (Y6)
Grey school trousers
Grey school shorts
Black or grey socks (plain)
Black school shoes

GIRLS

Black or navy blue coat - Plain (no logos)
Grey pinafore dress, skirt or trousers
Gold polo shirt (YR – Y5) / White shirt with school tie (Y6)
Black sweatshirt or cardigan with school logo
Yellow & white dress (summer)
Black or grey socks (plain)
Black school shoes

P.E.

Gold t-shirt with school logo
Black shorts
Black plimsolls or black trainers
A P.E. bag to contain them.
Black or grey plain track-suit (no logos).

In addition

Children will need a school book bag which is available from the school office
All clothing should be clearly and permanently named.
No nail varnish
No jewellery, apart from one pair of plain small metal stud earrings and a plain watch
An optional school baseball cap in yellow is available for use during hot weather.
Scarves, hats and gloves worn during the cold weather must be black or grey (no logos).
Hair should be tied back with yellow or black hairbands.
Hair should not be shaved into logos or any offensive designs and it should not cause a distraction either to the pupil or other children.

Governors

Holy Trinity School is a Church of England Primary School, which means it has 'Aided' status.

The Governors are responsible for a range of areas. Some key responsibilities include :

- a) The admission of pupils
- b) the appointment of teaching and support staff
- c) the setting and managing of the school's annual budget
- d) the upkeep of the buildings
- e) the R.E. syllabus

The State provides a grant of 90% of the cost of repair, and the Governors have to pay the remaining 10% which is obtained from parental contributions.

A major way of raising money to finance this annual sum, is to ask our parents to contribute to the Governors Maintenance Fund. Church schools are reliant on parents sharing this responsibility and parents are encouraged to make annual payments - currently of £26 per child per year.

These payments can be made in a lump sum or in smaller amounts throughout the year, whichever is more convenient. If you would like to set up a standing order or direct debit please contact a member of the office staff for our bank details.

The school also benefits if you are able to sign a 'Gift Aid' form which allows the tax you have paid to be claimed back.

Complaints

The Complaints Procedure is as follows:-

- 1 . Discuss the problem with your child's class teacher. If the problem is not resolved, the matter should be brought to the attention of the Headteacher who will investigate your complaint fully and fairly.
2. Refer to the Chair of the Governors, Mrs J Paschoud, c/o Holy Trinity School, who will consider the problem fairly and seek a solution.
3. You can appeal to Lewisham LA or Southwark Diocesan Board of Education.

We pray that any complaint can be resolved satisfactorily within the school in a fair and just way.

Contact details

Chair of governors:
Jacqui Paschoud
c/o Holy Trinity School
020 8699 9023

Vicar:
The Venerable Alistair Cutting
Holy Trinity Church
4 Trinity Path
Sydenham Park
SE26 4EA
020 8699 0172

Lewisham Education:
3rd Floor
Lawrence House
Catford
SE6 4RU
020 8314 6000

Southwark Diocesan Board of Education:
48 Union St
London
SE1 1TD
020 7234 9200