

St Ignatius Catholic Primary School

“Achieving our best by learning together and serving one another with Christ by our side”

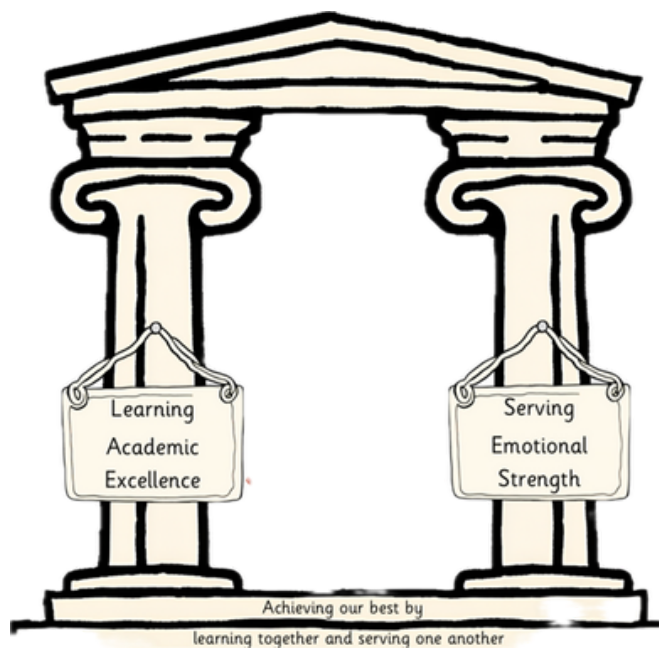
Parent Handbook 2025-2026

Our Mission

*“Achieving our best by learning together and serving one another
with Christ by our side.”*

St Ignatius School, our mission is to nurture the whole child—spiritually, academically, socially, and emotionally—guided by faith, knowledge, and service. We aim to cultivate a love of learning, respect for others, and a commitment to excellence in all that we do.

What we are about and what we want for our children.



Safeguarding

Keeping children safe is everyone's responsibility, and is the school's uppermost priority.

Governors and staff of St Ignatius share an objective to help keep children safe by:

- Providing a safe environment for them to learn
- Identifying children who are suffering or likely to suffer significant harm, and taking appropriate action

At St Ignatius , we believe in empowering children how to learn to keep themselves safe. This develops their confidence, resilience and ability to make safe choices independently. Safety is taught through PSHE lessons, visitors, workshops, themed weeks and special assemblies.

Our safeguarding guidance documents can be viewed on the website, which include those designed for children. Please contact the **Designated Safeguarding Leads** below should you have any concerns about the safety or welfare of a child.

You can do this by calling the school directly, or emailing: dsl@st-ignatius.surrey.sch.uk

You can also find out more about how we teach safety to children on our Safety Curriculum page, in the Curriculum section of the website.

Designated Safeguarding Lead:

Mrs E O'Neill (Deputy Headteacher)

Deputy DSLs:

Mrs H Murphy - Headteacher

Miss T Frew - Deputy Head

Mrs I Barkworth - SENDCo

Mrs L Whittington - KS2 Lead

Miss Z Palmer - KS1 Lead

Any concerns can be discussed with a DSL. If you have any concerns that involve the Headteacher, please contact the Ascension Catholic Academy Trust via email at admin@ascensioncat.org or by telephone on 0208 325 4630.

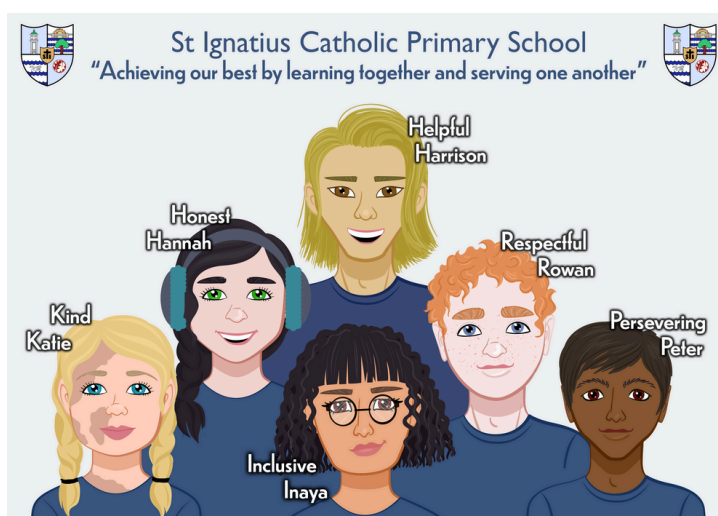


Our School Values

Our values were generated by the pupils in 2024-2025.

We believe children and adults should strive daily to live out these values in their words, thoughts and actions. All staff have a consistent language to use when celebrating or identifying where a value has been broken. Rewards are given regularly where values are lived out.

We believe in a restorative approach to behaviour. Everyday is a fresh start.



Communication

You will have received a link for the new Class DoJo system at the end of last term. This will now be the most efficient and main channel of communication between school and home.

The office will continue to speak to parents and communicate key letters. Any attendance queries should come through the office.

Our new management information platform Bromcom, will be used increasingly over the course of the year and details will be communicated when it is appropriate.

The school website will have a calendar that will communicate key dates for the academic year and we have tried to put in as many dates as possible for your convenience. Please keep an eye on this.

Every half term, the class teachers will put a [Curriculum Map](#) onto the website so you can see the learning that is to come.

Attendance

Every Day Counts: The importance of School Attendance

Attending school every day is essential for your child's education, wellbeing and future success. Every lesson missed is a lost opportunity to learn, grow and thrive. Regular attendance builds routines, friendships, and the skills children need to succeed in life.

The Law is Clear: No Holidays During Term Time

The UK Government does **not authorise any holidays or trips during school time**. Schools are legally required to record absences, and any leave taken without permission is marked as **unauthorised**. Parents must understand that taking children out of school for holidays or trips during term time is not permitted under any circumstances.

Penalty Notices and Legal Action

Local councils can issue **penalty notices** to parents for unauthorised absences. Each parent may receive a fine of **£80**, rising to **£160** if not paid within 21 days. If fines are unpaid, or if unauthorised absences continue, parents may face **court action**, which could result in fines up to **£2,500** or **community order**.

Let's Work Together

We urge all parents and carers to prioritise school attendance and avoid booking holidays during term time. Together, we can ensure every child gets the education they deserve.

- Pupils are expected to attend school daily and arrive on time
- The school gates are open from 8.30 am to enable a soft start and this is an important opportunity to start calmly. The school day end at the following times

EYFS	KS1	KS2
3pm	3.05pm	3.15pm



- Absences must be reported to the school office by 9 am on the day of absence
- Medical appointments should be scheduled outside of school hours where possible
- Term-time holidays will not be authorised except in exceptional circumstances

Homework

- Homework reinforces classroom learning and develops independent study habits
- Pupils are expected to complete homework by the given deadlines
- Parents are encouraged to provide a quiet space and support their child's learning

Children who read daily and develop good learning behaviours through homework, achieve better results than those that do not.

	EYFS	KS1	KS2
			Assigned on Wednesdays to be completed by Mondays. The homework will be online based using a platform called ATOM and a link will be sent through Class DoJos.
Reading	Daily	Daily 15 mins	Daily 20mins
Maths	Little Wandle phonics sheet	Little Wandle sheet (Year 1 only)	1 piece per week
Additional	Weekly newsletter suggested work	Weekly maths sheet (Years 1 & 2) SPAG/Comprehension (Year 2 only)	1 piece per week



Uniform

Wearing the school uniform promotes pride, equality, and a sense of belonging.

Required uniform includes:

- White shirt/blouse and school tie
- Grey trousers/skirt/pinafore
- Navy jumper/cardigan with school crest
- Black shoes (no trainers)

PE Kit:

- School PE t-shirt
- Navy shorts or tracksuit bottoms
- Trainers or plimsolls

Notes:

- No jewellery for PE days (*this includes any kind of earrings*)
- Hair should be neat; long hair must be tied back
- All items must be clearly labelled with your child's name

PE Days

PE is a compulsory part of the curriculum; pupils must participate unless excused by a medical note.

Year Group	Day 1	Day 2
Reception	Friday	-
1	Monday	Tuesday
2	Monday	Wednesday
3	Tuesday	Wednesday
4	Wednesday	Thursday
5	Tuesday	Friday - autumn term Thursday - spring & summer term
6	Thursday	Friday

Home–School Partnership

We believe that children achieve their best when parents and school work together. We ask parents to:

- Support our school values and mission by reinforcing messages that come from school and class teachers. Speak positively about St. Ignatius
- Ensure good attendance and punctuality by sharing how important attendance is both academically and socially
- Encourage children to complete homework. If at any point it becomes a source of conflict at home, please speak to the class teacher immediately
- Communicate promptly with school staff regarding concerns or queries. In the first instance, it should be through the Class DoJo system and the class teacher

SEND Support at St Ignatius

At St Ignatius, we are committed to supporting all our pupils, including those with special educational needs and disabilities (SEND). We provide for children across a wide range of needs, including:

Areas of SEND we support:

- **Communication and Interaction** – including autism spectrum disorder (ASD) and speech and language difficulties
- **Cognition and Learning** – such as specific learning difficulties like dyslexia, dyspraxia, and dyscalculia
- **Social, Emotional and Mental Health** – including ADHD and ADD
- **Sensory and/or Physical Needs** – including hearing impairments, visual impairments, multi-sensory impairment, and physical disabilities

To support our pupils effectively, we have a dedicated and well-trained team in place:

Who will support my child?

Our SENDCO - Our Special Educational Needs Co-ordinator (SENDCO) is Mrs Iwona Barkworth. She is available five days a week and oversees all SEND provision across the school. You can contact her directly at:

sendco@st-ignatius.surrey.sch.uk
01932 785396

Class Teachers - All our teachers are trained in identifying and supporting children with SEND. They work closely with the SENDCO to ensure pupils' needs are met in the classroom.

Teaching Assistants (TAs) - We have a team of skilled LSAs, including 2 Higher Level Teaching Assistants (HLTAs). They are trained to deliver a range of targeted interventions, including:

- Speech and Language and Occupational Therapy support
- Emotional and Behavioural support (e.g. ELSA, Zones of Regulation, Lego Therapy)
- Communication and learning development (e.g. Phonics, Toe by Toe,
- Dyslexia Gold, Colourful Semantics)
- Social and play-based interventions (e.g. OPAL Play, Lego Therapy)

External Agencies - When needed, we work with a range of external professionals such as:

- Speech and Language Therapists
- Educational Psychologists
- Occupational Therapists
- GPs and Paediatricians
- School Nurses and Mental Health Nurses
- STIPS and Freemantles Outreach
- CAMHS and other LA support services

What should I do if I think my child has SEND?

If you're concerned that your child might have SEND, your first step is to speak to their class teacher. You can also contact Mrs Barkworth directly using the details above. Together, we'll discuss your concerns, identify your child's strengths and needs and agree on next steps. If SEND support is required, you'll be formally informed and your child will be added to the SEND register.

How does the school identify SEND needs?

All of our teachers are trained to spot early signs that a child may need extra support. If a child isn't making expected progress (in learning or socially), the teacher will work to identify any learning gaps. If extra support doesn't help close these gaps, the teacher will speak to the SENDCO, and you'll be contacted to explore whether SEND support may be appropriate.

The SENDCO may carry out observations, speak to you and your child, and consult with external professionals if necessary. If it's agreed that your child has SEND, we'll create a tailored support plan together.

Full SEND Information Report

For more detailed information about our SEND provision and procedures, please see our full [SEND Information Report](#):

Catholic Life and Contribution to Society

As you will have noted, the class saints names are no longer in use. This is to enable a sharper half termly focus on a saint which is linked to one of the Catholic Social Teaching Values. Please see the table below for more information. Each year group will be specifically assigned to one value and Saint and their class assembly, which parents are invited to, will be the key theme. Each year group will be called to raise money for a charity of their choice linked to their Saint and Value.

		Saint Focus	Catholic Social Teaching Value	School Value	Service to Society
Autumn 1	Year 6	St Ignatius	Dignity	Respectful Rowan	Café Project
Autumn 2	Year 1	St Therese of Liseux	Solidarity and Peace	Kind Katie	
Spring 1	Year 5	Mother Teresa	Option for the Poor	Helpful Harrison	Food bank visits. Service to the school
Spring 2	Year 2	St Paul	Creation	Persevering Peter	
Summer 1	Year 4	St Mary	Dignity of Workers	Inclusive Inaya	Wellbeing Champions
Summer 2	Year 3	St Bernadette	Community and Participation	Honest Hannah	Local Home for the Elderly visits

Over the course of the year, we will serve the local community through fundraising and acts of service.

Dates for your diaries - getting ahead of the game

Class Assemblies	Dates
EYFS - Welcome Assembly	Friday 3 rd October @ 2.15pm
Year 1	Friday 21 st November @ 9am
Year 2	Wednesday 11 th March @ 9am
Year 3	Friday 26 th June @ 9am
Year 4	Thursday 21 st May @ 9am
Year 5	Thursday 22 nd January @ 9am
Year 6	Friday 7 th November @ 9am
Whole School Invitations	
Autumn Term - KS2 Grandparents Afternoon	Friday 1.15-3pm Grandparents are invited to attend a special session in our hall with some afternoon tea and classes will perform a song. Due to space, this event will be a first-come, first-served basis.
Spring Term - Open Opal Play Session	KS1 - Friday KS2 - Friday Playground Session - an opportunity to see our new playground and enjoy a short session with your child.
Summer Term - Art Exhibition and Celebration of Work	KS1 KS2 Art Exhibition visit and Book Look - an opportunity to see the art work that pupils have created and to look at your child's favourite work.