



# St Bartholomew's Primary School

Starting School



# Welcome

## Welcome to St Bartholomew's Primary School

We are a two-form entry church school set in the heart of Sydenham, South East London, where we serve a diverse community.

We are passionate about learning and enjoy challenging our children to think creatively in lots of different ways. Our children are supported by a fantastic staff team who are dedicated to educating the whole child. Based firmly on Christian values, the school prepares children for lifelong learning and for the ever-changing society we live in; with our school values, Kindness, Respect, and Perseverance, underpinning everything we do.

We are very excited that your child will be starting their school journey with us and, on behalf of our whole school community, it gives me great pleasure to welcome them, and you, to our wonderful school.

In addition to the information contained in this handbook, there will be several opportunities for you to visit the school and speak to staff before the start of the school year in September. If you have any other questions outside of these times (however small!), please do get in touch by email or through our school office (02086998537).

**Daniel Meyer**

Headteacher



# Leadership team

We are lucky to have a large and experienced team of staff at St Bart's, many of whom you and your child will get to know during the reception year. Our senior leadership team oversee the day to day running of the school, as well as being responsible for school improvement and our school vision. Whilst each member of staff holds specific responsibilities within the school, we very much have an 'open-door' approach and all staff are here to help with any questions or concerns that you might have.

Senior Leadership Team	
Name	Role
Daniel Meyer	<b>Head teacher</b>
Cathryn Johnston	<b>Deputy Head teacher</b> <i>Inclusion lead; Safeguarding lead</i>
Steve Larwood	<b>Deputy Head teacher</b> <i>Teaching and learning lead</i>
Maria Lucas-Williams	<b>Assistant Head teacher</b> <i>Key Stage 2 lead</i>
Katharine Gough	<b>Phase Leader</b> <i>EYFS and Year 1</i>
Lorean Innis	<b>Phase Leader</b> <i>Year 5 and Year 6 lead</i>
Josee Santarossa	<b>School Business Manager</b>

# Term dates

## Autumn term

- Monday 1<sup>st</sup> September to Friday 24<sup>th</sup> October 2025  
INSET day on Monday 1<sup>st</sup> September 2025
- Half term: Monday 27<sup>th</sup> October to Friday 31<sup>st</sup> October 2025
- Monday 3<sup>rd</sup> November to Friday 19<sup>th</sup> December 2025

## Spring term

- Monday 5<sup>th</sup> January to Friday 13<sup>th</sup> February 2026  
INSET day on Monday 5<sup>th</sup> January 2026
- Half term: Monday 16<sup>th</sup> February to Friday 20<sup>th</sup> February 2026
- Monday 23<sup>rd</sup> February to Friday 27<sup>th</sup> March 2026

## Summer term

- Monday 13<sup>th</sup> April to Friday 22<sup>nd</sup> May 2026  
(the early May bank holiday will be taken on 4<sup>th</sup> May)  
INSET day on Monday 13<sup>th</sup> April 2026
- Half term: Monday 25<sup>th</sup> May to Friday 29<sup>th</sup> May 2026
- Monday 1<sup>st</sup> June to Monday 20<sup>th</sup> July 2026  
(the spring bank holiday will be taken on 25<sup>th</sup> May)  
INSET day on Friday 10<sup>th</sup> July 2026  
INSET day on Monday 20<sup>th</sup> July 2026

## Public holidays

- Christmas Day: Thursday 25<sup>th</sup> December 2025
- Boxing Day: Friday 26<sup>th</sup> December 2025
- New Year's Day: Thursday 1<sup>st</sup> January 2026
- Good Friday: Friday 3<sup>rd</sup> April 2026
- Easter Monday: Monday 6<sup>th</sup> April 2026
- Early May bank holiday: Monday 4<sup>th</sup> May 2026
- Spring bank holiday: Monday 25<sup>th</sup> May 2026
- Summer bank holiday: Monday 31<sup>st</sup> August 2026



# School uniform

## School Uniform

- Grey/black trousers, jogging bottoms, skirt or pinafore dress
- White polo shirt
- Navy blue V-necked jumper or cardigan
- Sensible coat or anorak
- Navy blue/grey/white socks or black/navy blue tights
- Black sensible shoes or black trainers

## PE Kit

- House colour t-shirt (with or without logo – colour to be advised)
- Plain black lightweight trainers
- Navy blue/black tracksuit or sweatshirt and tracksuit/jogging bottoms

All uniform items are available from our stockist, Wearabouts, 99 Sydenham Road.

Please make sure all uniform is clearly marked with your child's name.

The only jewellery permitted is a watch and plain stud earrings, which must be removed and stored for safe-keeping during PE lessons and as appropriate.

Jewellery is not to be worn on any "non-uniform" days.



Welcome to

## St Bartholomew's Church of England Primary School

We are a two-form entry church school set in the heart of Sydenham, South East London, where we serve a diverse community.



# Communication

**Classroom News:** day-to-day messages will be communicated through our online messaging system, Class Dojo, which will also be used to keep parents updated with what we are learning in class.

**Curriculum Focus Group Meetings** are held each term. These are a group session led by class teachers to provide a curriculum overview and explain the learning focus for the term.

**Parents' Evenings** are held in October, March and July and are a 10-minute individual appointment with your child's teacher to discuss their attainment.

**Stay and Play Sessions** are an opportunity for parents and carers to join their child in the EYFS classrooms to let children show their parents what they've been doing twice during the Autumn term.

**School News:** the weekly newsletter will keep you updated on school dates and other important news. You will find it on Class Dojo every Friday and on the school website.

The **School Website** has copies of recent letters, newsletters, and other information:

[www.st-bartholomews.lewisham.sch.uk](http://www.st-bartholomews.lewisham.sch.uk)

### Need to talk to the teacher outside of these times?

It is possible to send and receive messages directly to your child's class teacher through our messaging system. If you need a quick word with the teacher at the end of the day, please wait in the playground until all the children have been picked up. If you need a longer meeting with the teacher, please send a message to arrange one through Class Dojo.



# Lunches and snacks

## School dinners

Meals are free for Reception, year 1, and year 2 children (under the Universal Free School Meals initiative) and for children in Key Stage 2 through funding from the Mayor of London. Meals need to be ordered in advance and so we ask that all parents/carers let the school know if their child is not going to have school dinners. Changes cannot be made midweek and must be notified to the school office in advance.

## Packed lunches

You may wish to provide a packed lunch for your child. This should be taken into class with your child at the start of the school day. Please bring healthy options and no sweets or fizzy drinks, nuts or nut products including sandwich spreads.



# Maintenance fund

St Bartholomew's is a voluntary aided church school. This means that the local authority is not responsible for the upkeep of any of the buildings. Any building work or repairs are paid for by the diocesan maintenance fund to which we contribute using funds raised from parents on an annual basis. All parents are asked to contribute to the **School Maintenance Fund** when they take up a place at the school and the annual contribution is currently £40 per pupil per year.

Payment is made via a dedicated page on ParentPay and details of how to log-on to this are elsewhere in this pack. By using this specific page, you will also be able to opt-in for Gift Aid to be applied to your donation.

The amount we are requested to pay as a school is calculated based on our pupil numbers and, as these have continued to increase each year, we now need to contribute almost £14,000 annually. If this isn't collected through payments from parents, the shortfall is paid by money generated through PTA funding. Ideally, all parents pay it and the money raised through fundraising can be spent on exciting enrichment opportunities to benefit the whole school.

# Privacy (pupils)

St Bartholomew's School (the school) needs to keep and process information about you including information about you from any previous schools and the Learning Records Service (pupil data) in order to fulfil its obligations under the Education Act 2011.

The categories of pupil information that the school collects, holds and shares include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special educational needs information
- Exclusions / behavioural information

## Why the school collect and use this information

The school uses the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to support the health and wellbeing of pupils
- to assess the quality of our services
- to comply with the law regarding data sharing
- to collect monies due to the school for services provided

## The lawful basis on which the school use this information

The school collects and uses pupil information under Article 6, (1) (e) of the GDPR where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller and Article 9 (2) (b) of the GDPR where special categories of data can be processed for the purposes of carrying out the obligations and exercising specific rights of the data controller.

## Collecting pupil information

Whilst the majority of pupil information you provide to the school is mandatory, some of it is provided to the school on a voluntary basis. In order to comply with the General Data Protection Regulation, the school will inform you whether you are required to provide certain pupil information or if you have a choice in this.

## Storing pupil data

The school holds pupil data for as long as the child attends the school.

# Privacy (pupils)

## Who the school share pupil information with

The school routinely shares pupil information with:

- schools that the pupil's attend after leaving us
- our local authority, London Borough of Lewisham
- the Department for Education (DfE)
- school nurse, NHS
- London Grid for Learning (LGfL)
- ParentPay
- Scholarpack

## Why the school share pupil information

The school do not share information about its pupils with anyone without consent unless the law and its policies allow the school to do so.

The school shares pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

The school is required to share information about its pupils with the local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## Data collection requirements

To find out more about the data collection requirements placed on the school by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that the school hold. To make a request for your personal information, or be given access to your child's educational record, contact Gillian Leach, the School Business Manager.

## You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way the school are collecting or using your personal data, the school request that you raise your concern with the school in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

# Parent Pay

ParentPay is live at our school and we are no longer accepting cash and cheque payments, making the school a cash-free environment.

## **Making secure payments online using your credit or debit card**

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available. You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school or children at other ParentPay schools, you can create a single account login for all your children.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you've activated your account you can make online payments straight away.

## **Using Pay Point**

Parents who need to continue making payments by cash may do so using the Pay Point network at local convenience stores. Pay Point payments are recorded by ParentPay and can be seen by logging into your ParentPay account and viewing your payment history online. Please notify the main office if you wish to use the Pay Point facility. A plastic card will be issued to you to make cash payments for school meals at local Pay Point stores. The first card is free of charge; however, any lost or damaged cards will be charged at £2 each.

Payment cards take about two weeks to arrive, but we can issue a barcode document as an interim measure. Trip and activity information letters will carry a unique barcode which will allow you to make cash payments at your local Pay Point store.

We hope you will support us in achieving our goal to become a cashless school and reduce the workload on our staff. Your support in using ParentPay will help the school enormously, thank you.

**You will receive your unique ParentPay Account activation details when your child starts school in September.**

*[www.parentpay.com](http://www.parentpay.com)*

# LifeSavers

Helping children manage money wisely

## LifeSavers

In 2016, St Bartholomew's was chosen to be one of six schools across the country to pilot a new financial education programme from the Church of England, 'LifeSavers'. As part of that programme, we were partnered with our local credit union, Lewisham Plus Credit Union, to provide an in-school savings club for pupils. We are delighted that even though the pilot scheme has ended we are continuing with both the curriculum work and the Savings Bank as it has been a positive project to be involved with and an important part of our holistic approach to education.

Pupils can make cash deposits at the school branch and will be able to withdraw their money too (with parental permission). The club is open once a week before school and we love to see parents and carers encouraging their children to take part in saving. The whole school will also be learning about money in the classroom, and through our whole school Acts of Worship.

The savings club provides real life, hands-on money experiences for our children to help them develop into financially confident adults. By participating in this savings club, children are introduced to concepts such as saving, identifying needs and wants, and setting savings goals, in an age-appropriate way. The emphasis is not on the amount saved, but on developing a positive savings habit, and all amounts saved, no matter how small, are welcomed. Financial education is a key element in preparing pupils for a fulfilled life and something as a school we are wholeheartedly committed to offering to all our pupils, starting from the very youngest.

All parents and carers are welcome to join the local Credit Union themselves if they wish and we hope the savings club, and LifeSavers programme in general, will be something your whole family will enjoy participating in. Information about how to join will follow through our online messaging system.



# Breakfast club

We run a breakfast club in the hall/playground each morning before school (Monday to Friday). The club is managed by support staff from the school and runs from 7.45am to 8.45am.

The typical options include:

*Cereal (Cornflakes, Rice Krispies, Coco Pops, Shreddies, Weetabix, Sugar Puffs).*

*Toast (with margarine, jam, marmalade, honey, lemon curd, marmite)*

*Juice, water or milk*

*Selection of fruit*

After breakfast children are supervised in a range of activities, including; table top games, arts and crafts, reading, and sports activities.

**£4 per session from 7.45am**

There is no need to book a place in advance and there is no limit to the number of places available – we have four regular staff members who run the club but can add additional support if the need arises. A register is taken each day and then a charge is placed on your ParentPay account.



# After-school care

**Premier Education are honoured to be able to provide the wraparound care at your school.**

**Our aim is to deliver a top quality, Ofsted registered provision, with a range of stimulating activities in a safe, secure and fun environment, providing an outstanding service for busy parents.**

Parents can relax knowing their children are in safe hands as all staff have experience working with primary school children, have been DBS checked, and hold Emergency First Aid and Safeguarding certificates.

Wraparound care sessions are open to children from Reception to Year 6, with no deposit or registration fee required. Healthy snacks are provided, with specific dietary requirements also being catered for.

Whilst it is encouraged that spaces are booked in advance for after-school care, our provider can facilitate bookings on the day. Staffing will increase to meet the demand and so there should always be spaces available.

St Bartholomew's CE Primary  
2024 Autumn Term

Extended After School Club

3:30pm-6:00pm = £14 full session  
3:30pm-4:30pm = £8  
4:30pm-18:00pm = £9

Book now at:

[www.premier-education.com](http://www.premier-education.com)

Contact us:

[info@premier-education.com](mailto:info@premier-education.com)  
or 01953 499040

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**15%**  
discount  
for siblings





# Home school agreement

At St Bartholomew's Primary School, we aspire to build a strong partnership between staff, children, and parents/carers, as we know this is important in helping children to achieve and to enjoy learning. We are determined to create an inclusive culture of learning where all children will be challenged in their thinking, to achieve their full potential and strive to become lifelong learners.

We will empower our children to become respectful citizens, to enable them to make valuable contributions locally, globally, and to contribute to our world's sustainable future.

This can be done most effectively when all staff, parents, and children understand their responsibilities and work together towards the same goals, as detailed in our Home School Agreement.

You will receive a separate copy of the Home School Agreement that we ask you to sign and return, after you have carefully read through each commitment.

Please speak to a member of the Senior Leadership Team if you have any further questions.



# Friends of St Bart's

**Who are the Friends of St Bart's?** All parents/carers with a child at the school automatically become members. We are a registered charity and run by a team of volunteers. The committee is elected annually at the AGM held during the autumn term.

**What do we do?** Our purpose is to raise money for the school, both to provide additional educational resources for the school and to offset any shortfall in the annual maintenance fund. We do this by organizing events and supporting projects set up by the teaching staff. Last year, we raised over £10,000.

The key events are the annual Christmas and Summer Fairs. Do join us on **Saturday 13<sup>th</sup> July 12-3pm for our Summer Fayre**, a great opportunity for your little one to get familiar with their new school. We also run cake and pre loved (second-hand) uniform sales, discos, a children's cinema event after school, "Ice-Lolly Friday" in the summer, as well as other exciting events.

Over the last few years, funding has been allocated to: furniture and lots of new books for a new library; sports equipment; new football kit; new fiction books; First News – weekly paper and on-line newspaper for all pupils; wooden trim trail; musical instruments in the playground; the willow Twigloo in the Forest School; outside musical instruments; workshops; theatre groups; the Christmas panto and new sound equipment for the school hall!

**How do we do it?** This is the important bit. Yes, we need parents and carers like you to contribute some time and energy to help make it happen. This could be baking cakes or helping to sell the school uniforms, setting up for the Fairs and cinema events, being a helper at the discos, wrapping books for Santa's grotto, tidying up the garden, as well as donating items for the raffle or tombola. We will be looking for new committee members to contribute to the team and to plan events for next year. It's a great opportunity to meet other parents, build friendships and to enrich your child's experience of life at school.

**How can I get involved?** Send us an email at [friendsofstbarts@gmail.com](mailto:friendsofstbarts@gmail.com) and we will then add you to our mailing list and WhatsApp group.

We look forward to having you on board.



# Class Dojo

At St Bart's we use a communication system called '**Class Dojo**' to send out regular updates about what we are doing in class and to let you know other important information (e.g., upcoming dates, reminders, changes to the normal routine, the school newsletter). This system allows us to communicate with the whole school, year group, each class, or with individual parents. It is also possible for you to privately send a message to the school team; it is not possible for parents to communicate directly with each other. Whilst we endeavour to regularly check these messages, urgent communication is always best delivered face-to-face or via the school office.

You will receive a parent code that is unique to your child that allows you to sign-up to the Class Dojo system. This code can be used multiple times – for any adults (parents, carers, grandparents etc.) that you would like to be able to view your child's account.

We will be using this system for the majority of school communications, so it is important that you are able to have access.

We will be sending information out over Class Dojo before the start of the school year, so please do register as soon as possible.

# Frequently asked questions

## **Q. Can I drop my child off earlier than 8.50am?**

**A.** We have a breakfast club that opens at 7.45am. Parents must bring their child into school through the main office. Please see information about these in the dedicated section above.

## **Q. What do I do if I cannot collect my child on time?**

**A.** If you know you cannot collect your child on time, we would appreciate it if you could arrange for another parent/carer to collect them for you. In this case, you **MUST** call the office before 1pm so that we can tell the class teacher(s). If we do not have your permission for someone else to take your child, we will not let them go until we have spoken to you.

Children who are not collected by 3.40pm are taken to wait in the school office in the main school building. A record is kept of late collection and all late-collected children need to be signed out. Persistent late collections may incur a charge.

## **Q. What do I need to do if my child has a medical appointment?**

**A.** It is helpful if medical and other appointments are arranged outside of school hours or during school holidays but in the event that this is not possible, the school office should be notified in advance and written evidence of the appointment will be required.

## **Q. Is there any financial help available to me?**

**A.** Children whose parents meet the criteria are entitled to free school meals. It is possible to check your entitlement in confidence by ringing 020 8314 6221 (10am-4pm) or logging on to:

[www.lewisham.gov.uk/myservices/education/schools/Pages/Apply-for-free-school-meals.aspx](http://www.lewisham.gov.uk/myservices/education/schools/Pages/Apply-for-free-school-meals.aspx)

For every child, from Reception to Year 6, that is deemed eligible for free school meals (whether or not they actually order them), the school is able to apply for a Premium Payment that goes toward improving their educational outcomes.

# Frequently asked questions

## Q. Can I arrange holidays during term-time?

A. You should try to book family holidays during school holiday periods, which are published on our school website. Holidays during term time need to be authorized by the Headteacher in advance and will only be authorized in exceptional circumstances. Any requests for absence need to be made using [this form](#) on the school website. Whilst school attendance is incredibly important, we appreciate that life events can arise (both positive and negative) and we want to be supportive of you, your child and your wider family. We would rather know exactly where a child is if they are not in school and appreciate transparency with our families (e.g., letting us know if they are attending an event rather than saying they are unwell).

## Q. How can I be involved as a volunteer at school?

A. We value parents getting involved and have many parents and carers who help during the school day – please make an appointment to see Mr. Larwood (Deputy Head) for more information. Please note that we may be unable to meet all requests and we cannot accommodate younger siblings when parents are helping during the school day or on trips. We require all parents who help in school to have been checked against the official Barred List.

## Q. Can I give out birthday cake/sweets to my child's classmates?

A. We do not allow any items to be distributed for children's birthdays/life events but would love it if, instead, they gave a book to their class to celebrate (this can be shared at story time and added to the class library with a book plate/message inside the front cover).

## Q. Can the school give my child medicine in school (including inhalers)?

A. Prescribed medicines can be administered if the prescription warrants this (*see our Supporting Children with Medical Needs Policy*). If administration is agreed, a written request stating dosage and time to be taken, along with the medicine must be handed into the office by an adult and collected by an adult at the end of the school day. Medicines must be in the original bottle and a dosage spoon provided. The school reserves the right to refuse to administer unprescribed medicine(s) or medicines that do not need to be administered during school hours. If your child needs an asthma inhaler in school, please hand one into the school office together with a spacer and a copy of the required care plan.

# Glossary

<b>Class Dojo:</b>	Our online messaging and communication platform.
<b>Curriculum map:</b>	This is an overview of all the different topics being covered in each area of the curriculum for a particular year group and is shared at the start of each term.
<b>EYFS:</b>	The Early Years Foundation Stage is the curriculum for children aged 0-5. At St Bart's we only admit children in the final year of EYFS, our reception class.
<b>Focus meetings:</b>	At the start of each full-term parents/carers are invited to attend a 20-minute meeting in school (usually between 9.10 and 9.30am). This is an opportunity for staff to discuss the upcoming topics and curriculum and for parents/carers to ask related questions.
<b>Friends:</b>	The Friends of St Bart's (or simply, The Friends) are the school parent/teacher association (PTA). All new parents/carers automatically become members.
<b>Key Stage One:</b>	School years 1 and 2. KS1.
<b>Key Stage Two:</b>	School years 3, 4, 5, and 6. KS2.
<b>Magic Monday:</b>	Each child in EYFS is given one Monday over the year to choose the focus for learning. Children are encouraged to pick something that really interests them and bring photos/props in to help them talk about it. Staff then arrange other activities related to the topic. More information will follow about this.
<b>Mystery reader:</b>	We encourage parents/carers and other members of the school community to come in and read their favourite book to the class. We are very flexible about timings and costumes are optional!
<b>ParentPay:</b>	An online platform for making secure, paperless payments.
<b>P.E Friday:</b>	We ask that children come to school in their PE kits every Friday during their year in Reception. We do lots of physical activities throughout the day and our indoor PE session.
<b>SLT:</b>	Senior Leadership Team