

# EMMAUS

## Information Sheet

### 2023-2024



Dear Parents and Carers

### Tuesday 5<sup>th</sup> September 2023

- The gate will open at 8.30am
- All children will use the entrance as they did in the last week of the summer term.
- The children will go to the class room they had in the last week of the summer term.
- At 9.15am the children will then move to their new classes with a member of staff.
- Please ensure your child is in on time.
- At home time, staff will be on hand to invite parents in and show them where they need to collect their children from.

### School start and end times

From Tuesday 5<sup>th</sup> September all children will use the main pedestrian gate.

- The gates will open at 8.30am and will be staffed.
- All Y2-Y6 children will go directly to class at 8.30am without parents unless your child needs support.
- **Y1 Parents may take their children into school for the first few days.**
- **At 8.40am registration will begin and at 8.40am the top gate will be closed.**
- Children arriving after this time will be late and will need to go to the office to register.
- A member of staff will invite parents on to the site at 3.05pm to collect their children from class.
- All Y5 and 6 pupils walking home on their own will be accompanied by a member of staff to the top gate.
- Please leave the site as soon as you have collected your children.

### Safeguarding

Safeguarding is everyone's concern and parents should contact Social Care for advice if they have any concerns about any child outside of school regardless of whether they attend Emmaus. There is a link at the top of our website

***Parents need to understand that they should not apprehend or speak negatively to any child for any reason whilst on school grounds. Parents should speak to a member of staff if they have any concerns about a child.***

From time to time school have to have open and transparent conversations with parents over disclosures children have made. School have a legal duty to safeguard all children and must follow up on any concerns. School understands that these conversations or meetings can be very upsetting or stressful for parents. However, as we have seen in recent years, it is so important that children have a voice and are listened to and their concerns are shared. Our aim is to support the child and their family.

### Website

We have a website which is regularly updated at [www.emmaus.sheffield.sch.uk](http://www.emmaus.sheffield.sch.uk)

Please let us know if there is anything else you feel may be useful to put on our website

## Uniform

The school will always be lenient if a child has a problem with uniform. Please let us know if you are having difficulty with uniform as we may be able to help.

The uniform is set out below:

### During the Autumn/Winter term or cold weather:

- Grey skirt/Grey pinafore dress/grey formal trousers **NO JOGGING BOTTOMS or JEANS**
- Green t-shirt
- Navy Blue sweatshirt/fleece or cardigan
- Black Shoes or trainers without logos
- Grey/white/black socks or tights, black leggings may be worn under a skirt or dress and not as an alternative to trousers
- A suitable outdoor coat

### During the Spring/Summer term or warmer weather:

- Blue or green gingham dress/grey formal or tailored shorts
- White/Grey/black socks or tights
- Green t-shirt
- Navy Blue sweatshirt/fleece or cardigan
- Black/brown or white summer sandals – no open toes

## PE Kit

On their PE days, children need to come to school wearing

- Plain black jogging bottoms or black shorts
- Suitable fleece, school jumper or tracksuit top
- The new PE T-shirts
- Plain white or black trainers.

## Water Bottles

Please continue to send your child with a full water bottle every day.

## School Meals

- Meals are free to all Reception, Y1 and Y2 children.
- They are also free for parents who are on certain benefits – please ask at the office for help with applying.
- School dinners are **£2.30** per day.
- Water is the only drink provided at lunchtime, no other drinks are permitted.

## Breakfast Club

Please contact Mrs Fairclough for information about Breakfast club.

## Parent Pay

We are a cashless school and use Parent Pay. Please ask for information at the school office or [enquiries@emmaus.sheffield.sch.uk](mailto:enquiries@emmaus.sheffield.sch.uk)

## Staffing Structure 2023/2024

Below is the staffing structure for 2023/24. All teachers are entitled to one afternoon a week out of class for Planning, Preparation and Assessment time (PPA). Teachers who are on the Leadership team are also entitled to time out of class as well as PPA time. Early Careers teachers are also entitled to additional time out of class as well as PPA time. Teachers are also expected to attend training courses to bring up new ideas and teaching methods back into the classrooms, they are also given time to lead an area of school e.g. Mrs Nicholls leads Maths.

**Mrs Gladwin, Mr Collis and Mrs Kenton work less hours as agreed by the Governing body.**

Teacher	Teacher	Teaching Assistants
F1	Mrs. J Kenton	Mrs. F Barker Ms. S Hall
F2	Ms. E Herbert Ms. E Dickinson	Mrs. J Collins Mrs. L Hughes
Y1	Ms. S Whitfield	Mrs. A Clegg
Y1/2	Mrs. R Mahmood	Mrs. M Anya
Y2	Ms. K Elsom	Mrs. L Marsh
Y3	Mr. A Baring	Mrs. D Redfern/Mrs. K Hammond
Y3/4	Ms. R Smithson	Ms. D Taylor/ Mrs. K Hammond
Y4	Mrs. K Gladwin	Ms. S Stanton/Ms. G Lee
Y5	Mr. J Saczok	Ms. S Foscett
Y5/6	Mrs. K Collingwood	Ms. G Price
Y6	Mrs. A Nicholls- Lee	Mrs. M Dilaurenzio
PPA/Management Cover		Ms. P Shaw
PPA/Management Cover		Mrs. N Taylor
Y1 Maths/English/ RWI		Mrs. C Mason
PPA/Management Cover		Ms. C O'Donoghue
Y5 Maths/Writing/PPA Cover		Mrs. M Jackson
Acting Assistant Head		Mrs. H Webster
Acting Assistant Head		Mr. S Collis
Pastoral and Safeguarding Lead		Ms C Fairclough

## Rewards 2023/24

Our Reward system is based on rewarding children for their Learning Behaviours in class. There is a leaflet available which explains the system.

## Attendance and Holidays in Term Time

The Department for Education (DfE) in September 2013 issued updated guidance that states:

'The current law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in **exceptional circumstances** and the Headteacher must be satisfied that the circumstances warrant the granting of leave.'

'Parents can be fined for taking their child on holiday during term time without consent from the school.'

Therefore, the Headteacher may only consider giving permission for a pupil to be absent from school in term time in '**exceptional circumstances**' and proof will be requested by the Headteacher.

If you choose to disregard this guidance the Local Authority may take legal action under section 444 of the 1996 Education Act, which states that you have a legal obligation to ensure that your child attends school regularly.

'Taking unauthorised term time holidays and/or persistent absence (below 85%) may make you liable for a Penalty Notice (fine). The penalty is a **£60 fine if paid within 21 days** of receipt of the Penalty Notice, rising to **£120 if paid after 21 days but within 28 days**. If the Penalty Notice is not paid in full within the 42-day period **Sheffield City Council may prosecute**. This could result in a fine of up to **£1,000 plus costs**.'

## Assessments

We currently use Point in Time Assessments (PITA).

Point in Time Assessment PITA Level	
Level 6	Above Age Related Expectations
Level 5	At Age Related Expectations
Level 4	Just below Age Related Expectations
Level 3	Below Age Related Expectations and will need some support to access the curriculum
Level 2	Working well below Age related Expectations and will need targeted intervention and help.
Level 1	A bespoke Curriculum is required

The vast majority of our pupils are working from level 4-6.

## SEND- Special Educations Needs and Disability

Rebecca Smithson is our SENCO, her normal SEN working days are Tuesday Wednesday Thursday and Friday afternoons. Please contact Ms Smithson if you have any concerns about your child's needs. Mrs Webster continues to be our lead Senco and will be involved in some cases, however all enquiries should be addressed to Ms Smithson.

## Educational Visits

As part of our school's commitment to providing a broad, balanced and varied curriculum, there are times when we enhance the learning in school through educational visits off site. These visits provide the children with fantastic learning opportunities beyond the classroom that cannot be catered for in school and often allow the children access to specialist venues and/or experts in a particular field. There may be times when you may be asked to provide a voluntary contribution towards some of the costs of a trip. This is only voluntary, **but if we do not receive enough of these payments, some trips may not be able to go ahead due to the cost to the school being too high.** It is becoming harder as school budgets are cut to find the money from school budgets or school funds.

## Key Dates 2023-2024

The dates below are given in good faith and we may have to change some for unforeseen circumstances. We will add to this as soon as more events and dates are confirmed.

<b>Monday 4<sup>th</sup> September</b>	<b>Inset Day</b>
Tuesday 5 <sup>th</sup> September	Y1-Y6 Children return to school
Wed 20 <sup>th</sup> – Frid 22 <sup>nd</sup> Sept	Y6 Hollowford Residential
Thursday 12 <sup>th</sup> Oct	School Photographs
Thursday 19 <sup>th</sup> Oct	Parents Evening
<b>Friday 20 Oct</b>	<b>Inset Day</b>
23 <sup>rd</sup> -27 <sup>th</sup> October	Half term holiday
Tuesday 14 <sup>th</sup> November	Flu Vaccinations
Friday 17 <sup>th</sup> November	Children in Need
Tuesday 12 <sup>th</sup> Dec PM	FS Nativity
Wednesday 13 <sup>th</sup> Dec AM	FS Nativity Repeat
Thursday 14 <sup>th</sup> Dec PM	KS1 Nativity
Friday 15 <sup>th</sup> Dec AM	KS1 Nativity Repeat
Thursday 21 <sup>st</sup> December	Christmas Liturgy and Dinner
<b>Friday 22<sup>nd</sup> December</b>	<b>Inset Day</b>
25 <sup>th</sup> Dec 23- 5 <sup>th</sup> Jan 24	Christmas Holidays
12-16 <sup>th</sup> Feb	Half term Holidays
<b>Monday 18<sup>th</sup> March</b>	<b>Inset Day</b>
Fri 29 <sup>th</sup> March - Fri 12 <sup>th</sup> April	Easter Holidays
Monday 6 <sup>th</sup> May	Bank Holiday

13 <sup>th</sup> -16 <sup>th</sup> May	Y6 KS2 SATS Tests
27-31 <sup>st</sup> May	Half term Holiday
Monday 10 <sup>th</sup> June	Y1 Phonics Screening Check
<b>Monday 1<sup>st</sup> July</b>	<b>Inset Day</b>
Tuesday 23 <sup>rd</sup> July	Finish for Summer

Yours sincerely

Mrs H. Simmerson  
Headteacher