



RUNNYMEDE ST EDWARD'S SCHOOL

PARENT'S HANDBOOK

2009/2010 Edition

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Governors

Central Governing Body

The Province Leadership Team of the Congregation of Christian Brothers:

Brother Kevin Mullan – *Province Leader*

Brother John Burke

Brother Eddy Coupe

Brother Jim Donovan

Brother Martin O’Flaherty

Brother Michael Reynolds

Local Governing Body

Dr John Myerscough – *Chairman, Chair of Staffing*

Mr Peter O’Brien – *Vice Chairman, Health and Safety Governor, Chair of Fabric*

Mrs Francine Barrow

Mr Anthony Bath

Mrs Julia Casimo *Chair of Finance*

Monsignor Peter Cookson

Mr Wilf Hammond *CB Schools Officer*

Mrs Susan Hutchinson *CB School Head*

Mrs Veronica McDonnell *Chair of Curriculum*

His Honour Judge John Morgan

Canon Anthony O’Brien

Mrs Margaret O’Brien

Mr Kevin Parr

Dr M F Duffy *Associate Governor, Safeguarding Governor*

Teaching Staff

Headteacher

Miss S Carter

Deputy Headteacher

Mrs B Pinnington

Mrs B Bixter

Mrs Y Bonfante

Mrs J Britten

Mrs P Brophy

Miss M Davies

Mrs I Fennell

Mr P Halligan

Mrs F Jones

Mrs B Larkin

Miss B O’Keeffe

Mr P Osborne

Mrs A Pease

Mr J Quilty

Mrs A Toner

Miss K Whelan

Miss J Whittle

Mrs P Wilkinson

Nursery Nurses

Mrs S Bowers

Miss H Hughes

Mrs G Jones

Mrs P Lucas

Mrs E Nolan

Mrs P Robinson

Honorary Members of Staff

Mr T Noon – Director of Cathedral Music

Mr R Lea

Mr P Arkwright

Housekeeper

Mrs S Murney

Domestic Staff

Mrs Helen Hughes

Mrs Linda Jarrold

Miss B Lennon

Miss L Millington

Administrative Staff

Mrs A Denton

Mrs L Harvey

Mrs P O’Donnell

Lunchtime Supervisors

Mrs P Bland

Mrs J Brookes

Mrs H Hughes

Mrs S Mansley

Mrs S Myerscough

Site Manager

Mr Anthony Majilton (temp)

INTRODUCTION

The Headteacher and staff welcome you to Runnymede St Edward's School. We hope that your children's years here will be happy and successful.

Runnymede aims to offer a broad and balanced education in a welcoming, caring Christian environment, while preparing pupils for selective and non-selective academic secondary education and for life.

Runnymede has always enjoyed a tradition of good behaviour and high standards of appearance amongst all pupils. This continues to be achieved through careful and firm pastoral care exercised by the Headteacher and staff during this crucial stage of your children's physical, emotional, social and educational development. Your children will learn moral lessons and standards of behaviour, which will serve them well throughout their lives.

Such standards do not just happen – they must be worked at continually, by parents and teachers who share the same vision for your children's well being.

Your children should make the most of their time here – it will pass by very quickly!

We are delighted that you have entrusted your children's education to Runnymede and look forward to a long and happy association with you and your families.

Contact Numbers and Addresses

Trustees contact address:

The Congregation of Christian Brothers
'Woodeaves'
Hale Barns
Altrincham
WA15 0HF

Telephone: 0161 904 0786

School contact address: For Chair of Governors and the Headteacher.

Runnymede St Edward's School
North Drive
Sandfield Park
Liverpool
L12 1LE

Telephone: 0151 281 2300

Fax: 0151 281 4900

e.mail: contact@runnymede-school.org.uk

Web Address: www.runnymede-school.org.uk

School Shop: 0151 254 7401

MISSION STATEMENT

**Runnymede St Edward's School
is a Catholic Community
which reflects the spirit of Blessed Edmund Rice and aims to
inspire, challenge and support all**

CHILDRENS' MISSION

**'Into your hands Lord, we put each day
All that we do and all that we say'**

SCHOOL AIMS

The following aims have been compiled through consultation with the staff and Governors of the school. The statements after each aim demonstrate examples of some of the strategies employed to achieve the aim.

Faith

To encourage and foster the spiritual growth of all and to make prayer an integral and enjoyable experience in our daily life through:

- ◆ The reflection of our Christian values and work in the spirit of Blessed Edmund Rice
- ◆ Through considering the needs of all through daily prayer
- ◆ Through regular Collective Worship celebrations
- ◆ Through Year 6 prayer sponsorship
- ◆ Through providing a calm and sensitive atmosphere where members of the Runnymede community can find support for their fears, anxieties etc.
- ◆ Celebrating different cultural festivals/other faith weeks
- ◆ Preparation and celebration of the Sacraments
- ◆ Weekly focus on code of conduct

Individual opportunity for learning/growth

To provide experiences that broaden, enrich and extend the skills, talents and values of each member of the school community through:

- ◆ The provision of a broad, balanced and challenging curriculum
- ◆ An emphasis on literacy and numeracy skills as the basis of all learning
- ◆ Celebrating Differences
- ◆ Offering a wide range of extra-curricular activities through sport, music, drama and quiz
- ◆ Interaction with children from other schools both locally and nationally
- ◆ Stimulating enquiring minds through investigative activities
- ◆ Supporting the children in developing self-esteem and potential

Relationships

To provide a safe, caring and welcoming environment within which all are treated with respect, courtesy and kindness through:

- ◆ Using the role of the house system and code of conduct to develop team work, fair play and friendship through a wide range of activities inside and outside the classroom
- ◆ Focusing on positive actions and praising good behaviour through a range of awards, including merits, team points, stickers and certificates
- ◆ Encouraging an atmosphere of openness and understanding
- ◆ Using the school council to set an example of respect and care and to exchange ideas and opinions within the school community

School and Wider Community

To foster a spirit of co-operation and friendship between home, school and the wider community through:

- ◆ Encouraging parents to be involved in school activities and visits
- ◆ Involving our school family and the wider community in Collective Worship and celebrations
- ◆ Regular parent/teacher meetings
- ◆ Encouraging children to support charitable causes
- ◆ The promotion of parental involvement in attending meetings, events and performances
- ◆ Developing citizenship through liaison with the emergency services and other groups
- ◆ Support of PSA activities
- ◆ Maintaining links with other primary and secondary schools

Brief History

At Runnymede St Edward's School, we're very proud of our history, which stretches back to 1852 when the legendary Father James Nugent founded a Catholic Institute. His statue is sited in St John's Gardens, Liverpool, alongside St George's Hall.

The Christian Brothers began to administer the Institute at the beginning of the last century and it became St Edward's College in 1920. In 1938, the school transferred from central Liverpool to its current setting in 30 acres of beautiful grounds in Sandfield Park, West Derby. Since then, it evolved into a Senior School and Junior School – and both have enjoyed a continual programme of improvement and development aimed at enriching the lives of their pupils, while providing them with a first class all-round education.

In 1997, the Senior School attained Grant Maintained status, whilst Runnymede St Edward's School remains an independent school administered by the Congregation of Christian Brothers.

HOME SCHOOL LIAISON

The school seeks to provide:

- ◆ A caring and structured environment with high academic standards, where each child has the opportunity to develop his or her talents to the best of their ability
- ◆ An environment where all pupils are valued and respected as individuals
- ◆ An environment where the teachings of Jesus Christ permeate all aspects of school life
- ◆ Regular and clear communication to parents and pupils (reports and parent/teacher meetings)

We expect pupils to:

- ◆ Follow the School Code of Conduct
- ◆ Be reliable, trustworthy and try their best

We expect parents to:

- ◆ Support the school in its aims and expectations
- ◆ Ensure their child's regular attendance
- ◆ Adhere to the regulations as contained in the Parent's Handbook (issued prior to admission)
- ◆ Attend parents' meetings
- ◆ Keep the school informed of any concerns with regard to their child
- ◆ Support the school's policy towards homework
- ◆ Encourage their children to behave well, work hard and try their best
- ◆ Encourage their children to follow the school's Code of Conduct

The support of parents is fundamental to the development of the pupils

Parents are encouraged to register with Parentmail and to make full use of the school's website to keep up to date with day-to-day information.

Parents have full access to records on their children on request.

Policies available to parents on request are as follows:

- Admissions
- Discipline (including Exclusions) and Behaviour
- SEN (Special Educational Needs)
- EAL (English as an Additional language)
- Curriculum
- Anti-Bullying
- Educational Visits

The school's policy on Safeguarding, Safer Recruitment, E Safety, Equal Opportunities, Early Years Equality, Missing Child and Complaints are available on the school's website and also on request.

CODE OF CONDUCT

JUNIORS

- ❖ To have good manners
- ❖ To show care, courtesy and respect
- ❖ To have good social skills for example working co-operatively
- ❖ To take responsibility for our behaviour and work
- ❖ To value the school community and environment
- ❖ To work to achieve our potential

EARLY YEARS

- ❖ To have good manners
- ❖ To tidy up
- ❖ To work hard
- ❖ To listen carefully
- ❖ To be kind
- ❖ To walk and not run

SCHOOL REGULATIONS

1. **Lessons commence** promptly each day at 8:55 a.m. Therefore children need to be in school by 8:50 a.m. (Please note separate Nursery times). **Children should not be brought to school before 8:30 a.m. unless they are involved in an official and supervised activity, e.g. Cathedral choir practice.** Children arriving late should be accompanied to the main reception by their parent/guardian and sign in the late book.
2. **Each day**, there are acts of Collective Worship (class, department or whole school). All pupils attend these sessions.
3. **There is** a mid-morning break (currently 20 minutes)
4. **Pupils must have** a school lunch at the current price. Milk is also available daily, if required at a subsidised rate. Water is available to pupils throughout the school day.
5. **Sweets**, chocolate, crisps, glass bottled, canned or fizzy drinks are not permitted. If pupils require a snack at break time, then fruit or plain biscuits are acceptable. Runnymede pupils are not allowed to use St Edward's College vending machines at any time (including before and after school).
6. **Children must be** picked up promptly at the end of the school day. If for any reason, parents are delayed, they should telephone the school immediately. From time to time, it may be necessary to vary the time of finishing. Parents, who wish their children to return home from school unaccompanied, must provide a letter of authorisation to the Head Teacher.
7. **Only parents of Nursery pupils** are permitted to use the designated parking bays outside the Nursery. They must display the official car park pass when delivering and collecting pupils. Parents of pupils in Reception – Year 6 inclusive may use the 'drop off' facility when bringing their children to school in the morning. This facility is not available at the end of the school day. Parents should park on North Drive or use the C I car park and enter and exit the school by the pedestrian gate only. Parents using school between 9:15 – 11:15 a.m., 1:30 – 3:15 p.m., and 4:15 – 5:30 p.m. may use the parking bays adjacent to the pedestrian gate. Please do comply with the rules; they are in place to provide a safe environment for the children.
8. **Pupils are expected** to attend school regularly. If a pupil is absent without prior written notice, parents are requested to telephone the school by 9:00 a.m. on the first day of absence with an explanation. If no call is received the school will contact parents to ensure that the child has not gone missing and is absent with the parent's knowledge. A letter of confirmation is required on the pupil's return to school; otherwise their absence must be registered as unauthorised. A letter of explanation should be sent within three days if the illness is likely to last a week or more
9. **Permission** is not normally given for absence in connection with family holidays taken during term time
10. **Correct school uniform** is to be worn by all pupils each day. (Please refer to Uniform Rules). Correct PE and games kit must be worn at the appropriate times. (Please refer to Uniform List). A suitable bag for gym and swimming kit is available from the school shop. **Uniform regulations will be strictly enforced.**
11. **All articles of clothing**, including footwear, must be clearly marked with the pupil's name – **NO NAME, NO SEARCH. The school accepts no responsibility for the loss of or damage to property although searches will be made if items are clearly named**
12. **All pupils** are expected to join in PE, games and swimming lessons. Parents should send a letter to the class teacher on occasions when the pupil needs to be excused activities on medical grounds. The Head Teacher must be informed in writing in a pupil needs to be excused these activities for a prolonged period.

- 13. Pupils are not permitted** to bring toys, computer games, personal stereos, radios or magazines, etc. into school
- 14. Medicines** – the school must be informed of pupils who are on permanent courses of medication. Children on courses of antibiotics but who are deemed by their GP to be fit for school should have the antibiotics either self-administered in the presence of a member of staff with written permission from the parent or the parent attending school to administer the medicine themselves whichever is age appropriate. All medicines to be administered in school (inhalers, piriton, epipen, etc) must be accompanied by a letter giving the school permission to administer as directed. A register is kept of children with an inhaler. An inhaler must be provided for the school for emergency use.
- 15. Runnymede St Edward's School** authorities do not accept responsibility for the safety or supervision of pupils who remain on the school premises at the end of the school day unless they are taking part in an official and supervised school activity. Children who are taking part in after school activities are to be collected from the sports centre at the appointed time.
- 16. Children** who are not collected at the appropriate time will be brought back into school and contact made where possible with their parents. Children registered with Out of Hours Kids' Club will be handed over to Kids' Club responsibility until the parent is able to meet their child. (Please note this will incur a fee). Children not registered with Out of Hours Kids Club will be supervised by staff free of charge until 4:00 p.m. – after which a fee of £5 will be charged per 30 minutes.
- 17. Parents** of children in Nursery and Reception classes should complete the appropriate form giving permission for other designated adults to meet their child from school. This should be updated on a termly basis as changes are required.

SCHOOL RULES

- 1. Before School** – At 8:30 a.m. Reception to Year Two children should go straight to their classrooms in the morning. They should remain in their places and read quietly. Junior children remain on the playground supervised.
- 2. Stairs and Corridors** – Single file, walking quietly, keep to the left
- 3. Cloakroom Areas** – Pupils should collect their belongings from their cloakroom area quickly and quietly. Under no circumstances should money, watches, etc. be left in coat pockets. All items of clothing and property must be clearly marked with the child's name
- 4. Playground** – Pupils should remain on the playground during break times and after lunch. No child should leave the playground under any circumstances without the permission of the person on duty
- 5. Appearance** – Pupils should endeavour to remain neat and tidy during the day. Sports kit should not be worn outside school without permission.
- 6. Hairstyles** – Girls' hair must be of a conventional style, tidy and clear of the face. Hair, which covers the blouse collar, must be tied back with purple or black bands/ribbons. Peculiar or bizarre styles are unacceptable (these includes bleached, dyed, tinted or highlighted hair – but this list is not exhaustive). Gel and similar substances are not allowed. Boys' hair must be of a conventional style, tidy and clear of the face and shirt collar. Peculiar or bizarre styles are unacceptable (these include bleached, dyed, tinted or highlighted hair, closely cropped and lines or patterns cut into the hair – but this list is not exhaustive). Gel and similar substances are not allowed.
- 7. Uniform** – Correct uniform must be worn at ALL times. Pupils should travel to and from school in correct school uniform. Normally, school uniform should be worn for away-from-school activities.
- 8. St Edward's College** – No pupil is allowed into St Edward's College without permission. Runnymede pupils are not allowed to use the St Edward's College vending machines at any time.
- 9. School Shop** – Years 5 and 6 pupils only are allowed to visit the school shop at lunchtime with the permission of the Senior Management Team.
- 10. Litter** – Pupils should learn to be litter-conscious – all litter is to be placed in waste paper baskets
- 11. Telephone** – Pupils must not make telephone calls without the permission of the Head Teacher or Deputy Head Teacher.

HOMEWORK POLICY

Aims, purposes and objectives

- To reinforce or consolidate an area of work
- To develop self-discipline
- To enhance and develop study skills. It should be stimulating and challenging and not viewed as an imposition
- To help achieve full potential
- To provide parents with a system of support for their children's learning in line with this Policy
- To allow parents to monitor their children's progress
- To provide a line of communication between the child's parents/guardians and teachers
- To gradually increase responsibility in children for their own work

Homework is given using the following guidelines:

- In accordance with age building up to a maximum of no more than 1 hour at any one session at Year 6 level

Reception:	building towards 15 minutes]
]
Year 1	up to 20 minutes] Tues. – Fri. Inc.
]
Year 2	up to 30 minutes]
]
Years 3 & 4	30 minutes	
Year 5	40 minutes	
Year 6	1 hour	

- Linked to work in school, i.e. extension, reinforcement, practise of skills, research, completion of unfinished class work
- Is differentiated to take into account current knowledge, skills and understanding
- Emphasis being given to maths, English and science
- In Years 2 – 4 (inclusive) usually maths and English are given on alternative evenings. Other subject work may be substituted as appropriate, e.g. writing up an experiment in science; creative writing in history; collecting data for geography
- **Years 5 and 6: Usually** maths, English and one science/research homework per week. Other subject work may be substituted as appropriate

- **Early Years:** Children will be given set reading twice a week, although nightly reading of home books is encouraged to enhance wider reading skills. During the week, Early Years children will be given homework from the other curriculum areas
- From Year 2 and above, homework is recorded in a homework diary each day that is provided for each child. Homework diaries are checked weekly by the Class Teacher and signed. Parents are also asked to check and sign their children's homework diaries each week
- Work done at home should be labelled in exercise books 'Homework' and dated
- Homework should be completed by the date set. (Teachers should endeavour to mark homework promptly – please refer to the school's Marking Policy). Results should be reported to pupils so that corrections can be made.
- Standards in homework completion should match class work
- The Class Teacher via the homework record sheet should make difficulties and recurring problems in homework completion known to the Deputy Headteacher.

HOMEWORK DIARY

INSTRUCTONS FOR PUPILS USE OF HOMEWORK DIARIES

- ◆ Pupils in Years 2 – 6 inclusive are required to note down their homework each day
- ◆ Parents should check and sign the diary on a **weekly basis** and will often use it as a first point of contact about work or for general information
- ◆ The diary is the responsibility of the pupil and should be brought to school each day. If it is lost or damaged, it must be replaced immediately at the pupil's expense

MAIN TERM DATES
ACADEMIC YEAR 2009 - 2010

DATE	<u>EVENT</u>
Wednesday 2 nd September	INSET DAY (No school for pupils)
Thursday 3rd September	AUTUMN TERM COMMENCES
Thursday 22nd October	School closes 3.30 pm
Friday 23 rd October	HOLIDAY (In lieu of St Edward's Day)
Monday 26 th October	HALF-TERM
Tuesday 3 rd November	INSET DAY (No school for pupils)
Wednesday 4th November	School re-opens after half-term
Wednesday 16th December	School closes for Christmas Holidays (12 noon)
Wednesday 6 th January	INSET DAY (No school for pupils)
Monday 11th January	SPRING TERM COMMENCES
Thursday 11th February	School closes for half-term 3.30 pm
Friday 12 th February	HALF-TERM
Monday 22 nd February	INSET DAY (No school for pupils)
Tuesday 23rd February	School re-opens after half-term
Thursday 1st April	School closes for EASTER HOLIDAY 3.30pm
Tuesday 20th April	SUMMER TERM COMMENCES
Monday 3 rd May	MAY DAY – HOLIDAY
Mon 10 th – Fri 14 th May	SATS WEEK
Thursday 27th May	School closes for half-term 3.30 pm
Friday 28 th May	HALF-TERM
Monday 7th June	School re-opens after half-term
Friday 2 nd July	INSET DAY (No school for pupils)
Friday 16th July	SCHOOL CLOSSES FOR SUMMER (12 noon)

THE SCHOOL DAY

Nursery:

Full time pupils:	Day commences at 8:30 a.m. and ends at 3:15 p.m.
Part time morning pupils:	Day commences at 8:30 a.m. and ends at 11:45 a.m.
Part time afternoon pupils:	Day commences at 12:15 p.m. and ends at 3:15 p.m.

Reception – Year 2 inclusive: Day commences at 8:55 a.m. and ends at 3:25 p.m.

Year 3 – Year 6 inclusive: Day commences at 8:55 a.m. and ends at 3:30 p.m.

Unless children are involved in a supervised activity children should not be brought to school before 8:30 a.m.

There is staff available for help in emergencies for considerable periods at the beginning and end of the day. Nevertheless, with the exception of the circumstances described above, the school does not accept responsibility for children travelling to and from school nor for children on the premises more than five minutes before the beginning of the day or for more than five minutes after the end of the afternoon session.

HEALTH

A member of staff trained in first aid treats pupils who fall ill or who sustain injuries. Emergency cases are normally taken to Alder Hey Hospital. Parents are notified by telephone of any serious problems. Consent will approve any treatment which may be necessary having been recommended by a fully registered medical or dental practitioner. Such treatment – including anaesthesia, surgery and/or other specialist procedures – will be initiated at a hospital participating in the National Health Service. Permission for emergency medical treatment is sought from all parents should such treatment be required.

SCHOOL UNIFORM RULES

All personal property, including underwear, belts of coats and hoods, etc. should be clearly marked with the pupil's surname and initials. Shoes, football boots, training shoes, etc. should be marked with an indelible marker. All coats and blazers should have hooks/tabs to enable them to be hung up correctly. **School uniform regulations will be strictly enforced.**

Sports Kit – should be taken home at the end of each week to be cleaned. A small sports bag, available from the school uniform shop, should be provided for kit. A regulation school bag is also available from the school uniform shop.

School Shop

The school shop is situated next to St Edward's College Sixth Form Block. Term time openings are:

Monday to Friday 12:15 - 4:00 p.m.

Telephone Number: 0151 254 7401

SCHOOL UNIFORM – GIRLS
Compulsory items to be obtained from School Shop

School Blazer	Purple with badge
WINTER	
School Tie	Regulation Design (elasticated tie is available for Early Years)
Pinafore Dress	Reception – Year 4 inclusive
School Grey Skirt	Years 5 and 6 inclusive – box pleat
Cardigan	Regulation mid-grey 'V' necked
School Anorak	Black
Black School Bag	Years 3 – 6 inclusive
Purple Book Bag	Reception – Year 2 inclusive
Black Sports Bag	Year 3 – 6 inclusive
Pump Bag	Draw string fluorescent yellow – Required by all years
School Scarf	Regulation Design
White Regulation Polo Shirt	Years 3 – 6 inclusive
Reflective Armband	All Years
WINTER GAMES KIT	
Skirt	Royal blue pleated wrap-over: Required all year – Year 3 and above
Jersey	Reversible royal blue/gold – Year 3 and above
Socks	Royal blue/gold hoops: Required by Year 3 and above
Athletics	Regulation royal blue/gold athletics knickers: Required all year – Required by all years
Swimming Suit	Regulation pattern (royal blue): Required all year – Required by all years
Swimming Cap	Regulation Design: Required all year – Required by all years
SUMMER UNIFORM	
Regulation Cotton Dress	Required by all years
SUMMER GAMES KIT	
Athletics Vest	Regulation blue/gold – Year 3 and above
Socks	Plain white – Required by all years
Sun Hat	Plain white
White School Polo Shirt	Regulation with school crest – Year 3 and above

Compulsory items to be obtained from Runnymede

Painting Apron	Required by Nursery – Year 2 (inclusive)
School Track Suit	Regulation Design: Required all year – Required by Years 3 and above
Plastic Drinking Bottle	Regulation Design: Required by all years

SCHOOL UNIFORM – BOYS
Compulsory items to be obtained from School Shop

School Blazer	Purple with badge
WINTER/SUMMER	
School Tie	Regulation Design (elasticated tie is available for Early Years)
Shorts Trousers	Short regulation mid-grey: Reception – Year 4 inclusive Regulation mid-grey: Years 5 and 6 inclusive
Pullover	Regulation mid-grey 'V' necked
School Anorak	Black
Black School Bag Purple Book Bag Black Sports Bag Pump Bag	Years 3 – 6 inclusive Reception – Year 2 inclusive Years 3 – 6 inclusive Draw string fluorescent yellow – Required by all years
School Scarf	Regulation Design
White Regulation Polo Shirt	Years 3 – 6 inclusive
Reflective Armband	All Years
WINTER GAMES KIT	
Rugby/Football Shorts	Regulation royal blue – Required by all years
Rugby/Football Jersey	Reversible royal blue/gold – Year 3 and above
Rugby/Football Socks	Royal blue/gold hoops: Required by Year 3 and above
Athletics Shorts	Regulation royal blue: Required all year – Required by all years
Swimming Trunks	Regulation pattern (royal blue): Required all year – Required by all years
Swimming Cap	Regulation Design: Required all year – Required by all years
SUMMER GAMES KIT	
Athletics Vest	Regulation blue/gold – Year 3 and above
Socks	Plain white – Required by all years
Sun Hat	Plain white
White School Polo Shirt	Regulation with school crest – Year 3 and above

Compulsory items to be obtained from Runnymede

Painting Apron	Required Nursery – Year 2 (inclusive)
School Track Suit	Regulation Design: Required all year – Required by Years 3 and above
Plastic Drinking Bottle	Regulation Design: Required by all years

Pupils playing in school teams may require additional clothing, which is available from the School Shop

SCHOOL UNIFORM REGULATIONS ARE STRICTLY ENFORCED

ALL ITEMS OF CLOTHING AND PROPERTY SHOULD BE CLEARLY MARKED WITH THE PUPIL'S NAME

The School accepts no responsibility whatsoever for the loss of or damage to property although appropriate searches will be made if items are clearly named.

Hairstyles

Girls' hair must be of a conventional style, tidy and clear of the face. Hair, which covers the blouse collar, must be tied back with purple or black bands/ribbons. Peculiar or bizarre styles are unacceptable (these includes bleached, dyed, tinted or highlighted hair – but this list is not exhaustive). Gel and similar substances are not allowed.

Boys' hair must be of a conventional style, tidy and clear of the face and shirt collar. Peculiar or bizarre styles are unacceptable (these include bleached, dyed, tinted or highlighted hair, closely cropped and lines or patterns cut into the hair – but this list is not exhaustive). Gel and similar substances are not allowed.

PLEASE NOTE

No make-up, or nail varnish may be worn. No jewellery may be worn including studs in ear lobes. Ear piercing should not be done during short holidays as ears need 6 weeks before the earrings can safely be removed. Please use the longer summer holiday if you wish to get your child's ears pierced. Watches may be worn, at the owner's risk. Correct school uniform must be worn not only in school, but whenever travelling to and from school and whenever representing the school. (Unless special permission has been given by the Head Teacher).

Care must be taken at all times in the general appearance of pupils. Co-operation of parents/guardians is expected.

NURSERY SCHOOL UNIFORM
Compulsory items to be obtained from School Shop

WINTER	
Jogging Suit	Royal blue with school motif – this may also be worn during the summer term if weather is inclement
T-Shirt	White
Pump Bag	Drawstring fluorescent yellow (to hold pumps for indoor use)
Socks	White (plain)
SUMMER	
T-Shirt	White (plain)
Shorts	Royal Blue
Socks	White (plain)
Sun Hat	White (plain)

Compulsory items to be obtained from Runnymede

Painting Apron	Regulation Design
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Compulsory items to be obtained from school shop or elsewhere

Indoor Plimsolls	Non-marking soles
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OUT OF HOURS KIDS' CLUB

An Out of Hours Kids' Club operates from Runnymede St Edward's School between the hours of 8:00 a.m. – 8:45 a.m. and 3:20 p.m. – 6:00 p.m. daily during school term time.

Out of Hours Kids' Club is a Social Services registered scheme, inspected by OFSTED, looking after children between three and twelve providing sports, arts and craft, games, computer and generally caring for children in a safe and stimulating environment. Out of Hours Kids' Club is staffed by teachers and student teachers and those experienced in playcare. There is also the opportunity for children to do their homework in a quiet area.

Parents wishing to avail themselves of this facility or require more information are able to contact Our of Hours Kids' Club direct on 0151 724 1333. Children must be registered to use Out of Hours Kids' Club's services on an annual basis and a daily fee for services applies.