ST MONICA'S CATHOLIC PRIMARY SCHOOL

Strive to succeed in the presence of God

Welcome

START DATE
Wednesday 2nd September 2026

Together as a Catholic community
Everyone – children, parents, carers, staff and Parish
Achieves in their own unique way and tries to be
More like Jesus

TERM DATES

2026

START OF AUTUMN TERM
Wednesday 2nd September 2026

END OF TERM
Friday 18th December 2026

INSET DAY
Tuesday 1st September 2026

HALF TERM
26th October - 30th October 2026

2027

START OF SPRING TERM
Monday 4th January 2027

END OF TERM
Thursday 25th March 2027

HALF TERM
15th – 19th February 2027

START OF SUMMER TERM
Monday 12th April 2027

END OF TERM
Friday 16th July 2027

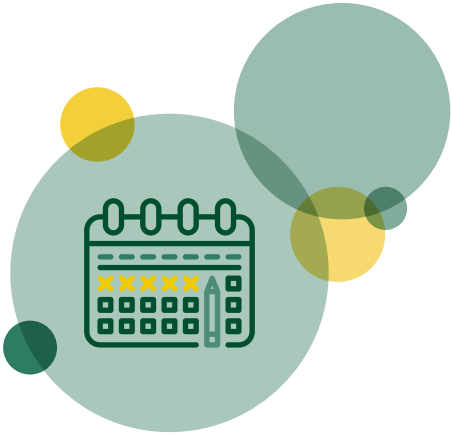
MAY DAY
Monday 3rd May 2027

HALF TERM
31st May - 4th June 2027

INSET DAYS
Monday 7th June
Monday 19th, Tuesday 20th & Wednesday 21st July

School closes at 1.00pm for Christmas & Summer holidays and 3.15pm for all other holidays.

DATES FOR YOUR DIARY



A newsletter from Mrs Baptiste is emailed out every Friday and will also be put on the school website. Diary dates are also sent out each term.

Here are some important dates for you to put in your diaries now!

Wednesday 2nd – Friday 4th September
Children start **half days** – just 15 children in each session.

Monday 7th & Tuesday 8th September
All 30 children together for morning session, 9am-12pm.

Wednesday 9th September
Children start **full-time: 9am - 3.15pm.**

Thursday 10th December | 9.30am
Reception Christmas Nativity.

Friday 5th March | 2pm
Reception Mother's Day celebration and Blessing for all Mums.

Friday 18th June | 2pm-3pm
Reception Dads (or Uncles/Grandads) invited for an afternoon of fun!

Monday 12th July | 9.30am
Reception Class Graduation ceremony.

WELCOME TO OUR SCHOOL

Mrs Kate Baptiste
Headteacher

Welcome to St Monica's School! I hope that you and your child are looking forward to starting reception class.

This booklet has been written to provide you with as much information as possible to ensure a smooth transition for your child into 'big' school.

St Monica's is a Catholic School where children are encouraged to develop their faith in God as well as respect and tolerance for people of other religions and faith traditions. We encourage children to be happy, enthusiastic and confident learners across a varied and exciting curriculum.

There are two classes for each year group with a total of 420 pupils from Reception to Year 6. We also have a Nursery with 32 spaces which is located in the Scout Hut next to the school. We aim to ensure every child reaches their full potential academically, but they are also taught that they can be successful in many different ways. This could be anything from being a good friend to being a fantastic musician, sports person or artist, the list is endless! The children are also taught that it is good to make mistakes because that is how you learn and persistence is key! "Strive to succeed in the presence of God!" is our motto and one that fits well with our ethos. The parents of our children are very supportive of the school and this is valued as an essential ingredient for making our school as successful as it is.

ATTENDANCE

020 8886 4647

It is very important that everybody is on time and in school every day. Every day counts. As we want the best for our children we aim to work towards 100% attendance and excellent punctuality. Young children's brains develop rapidly and so missing days of school will affect your child's progress.

However, if you need to request time out of school, the Headteacher is able to authorise absences in exceptional circumstances. There is a form 'Request for time out of school' which is available from the school office and also on the website: **https://st-monicas.enfield.sch.uk/request-for-time-off-school/**. This must be completed at least a week before any absence is needed. Parents are required to provide proof of such things as medical appointments, wedding invitations and travel involving flights. Any absences which are not authorised may lead to parents receiving a Penalty Notice Warning and a possible fixed fine from the Local Authority.

SICKNESS/MEDICAL

There may be times when your child is unwell. Please call the school office before 10am on the first morning of absence, giving reasons for the absence. We need to know what is wrong with your child, especially if they have an infectious disease which could affect others. If you have not called us by 10am, we will call you to find out why your child is not in school. If your child has been sick or had diarrhoea, they must stay away from school for 48 hours after the last bout. This is to ensure that other children and adults are not similarly affected and is in accordance with advice from health professionals.

The school is not allowed to give medicines such as antibiotics unless they have one which needs to be administered during the school day, for example an antibiotic with four doses per day or if a child attends After School Club and needs their second dose in school. An "Administration of Medicines" form must be completed for any medication such as asthmas inhalers and sent to the Welfare Officer in the Medical Room. This form can be found on the website in the "Parents" section: **https://st-monicas.enfield.sch.uk/parents/forms/**.

In hot weather, ensure you provide a sun hat and put sun cream on your child before school. Children may bring sun cream into school, but staff are not allowed to put it on them. Please teach your child how to do this at home.

OUR CLASSROOMS

YELLOW CLASSROOM

GREEN CLASSROOM

OUTSIDE CLASSROOMS

RECEPTION TEAM

YELLOW CLASS

CLASS TEACHER
Ms Orphanides

NURSERY NURSE
Mrs Manning

GREEN CLASS

CLASS TEACHER
Mrs Tottle-Nugent
Monday

CLASS TEACHER
Mrs Jackson
Tuesday - Friday

NURSERY NURSE
Ms Parker

CURRICULUM

At St. Monica's the staff use a document called 'Development Matters' to plan a curriculum which is age appropriate and meets the needs of all children. Within the Early Years' curriculum there are three areas known as **'Prime Areas' - 1. Communication and Language, 2. Physical Development and 3. Personal, Social and Emotional (PSE**). Then there are four **'Specific Areas' – Literacy, Mathematics, Understanding the World and Expressive Arts and Design**.

During the course of the year, the children learn through carefully planned and purposeful play and exploration as well as explicit direct teaching from the adults.

There are three characteristics of effective teaching and learning: **1. Playing and exploring, 2. Active learning** and **3. Thinking critically**. The team of staff work hard to ensure this is effectively put into practice.

As well as the Prime and Specific areas, the children have Religious Education. This closely follows the Church's liturgical year and is focused on learning from scripture. In addition, the children learn about other faiths so that they can be respectful and tolerant of other people's beliefs and religious practices.

Riding bikes

The climbing wall

Exploring together

Growing herbs and fruit

Posting a letter to Father Christmas!

Number work

Reading in the book corner

Learning to cook

An RE lesson in the forest

Interacting with the whiteboard

Physical development

Early writing skills

Being artists!

Maths learning about capacity

Spring walk

SCHOOL AND PARENTS/CARERS WORKING TOGETHER

When your child starts school, you will receive a private login for 'Tapestry'. This is an online learning journal that will include photographs, videos and notes about your child's learning experiences.

Our Early Years Foundation Stage (EYFS) curriculum aims to build upon the varying experiences children have had at home or nursery. We lay firm foundations for the next stage of learning for each unique child, responding to their needs and setting out specific provision to move every child forward. Our EYFS nurtures positive relationships that enable children to feel secure and become confident and independent.

At St Monica's, we have a strong sense of community and we always strive to create and maintain positive partnerships with parents and carers. We welcome and actively encourage parents to participate confidently in their child's education in numerous ways, e.g. helping with areas of the curriculum they have a keen interest in, providing relevant resources, sharing their culture, job or love of reading with our children. We draw on our links with the community to enrich children's experiences by taking them on outings and inviting members of the community into our setting. We encourage parents and carers to get involved with some of our planned activities throughout the year such as the 'Come read with us' reading sessions, Literacy meetings and Tea Parties/Stay and play sessions. We know that through modelling our shared values and working together, we can have a significant impact on a child's learning.

You will be invited to meet with the teacher and nursery nurse in November to find out how your child is settling in and again in March. You will also receive an end of year report at the end of the summer term.

CONTACT DETAILS

Please make sure you complete the 'Contact Form' as soon as possible. It is essential that parents supply the school with an up to date record of addresses and home and work telephone numbers, including that of a friend or neighbour who can be contacted in an emergency. If you change your address, email address or mobile phone number, you must inform the school immediately so that you can always be contacted if needed.

Children must only be collected by those adults named on the contact form. If someone different is going to collect your child, parents must give the name of the person in writing to the class teacher or email it to the school office.

Please do not telephone the school office at 3pm with a change of person who is not already on the contact form. All changes must be given in writing, this is to ensure the safety and well being of your child.

The easiest way to contact the school office is via email:
office@st-monicas.enfield.sch.uk

"I've changed my mobile number/email address, I must remember to tell the school."

"Someone different is collecting my child from school. I must write a note to the teacher to say who it is."

QUESTIONS

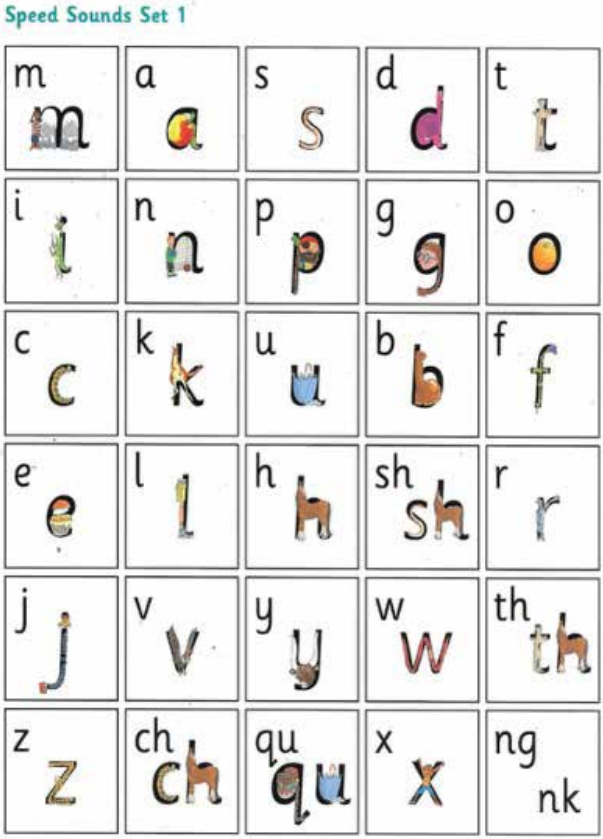
If you have any questions or concerns throughout your child's time in school, please make an appointment to meet your child's class teacher via the school office or by writing a note in the home/school note book your child will be given.

If you are working and not usually at school, you can speak to staff on the phone or send in a note or email to **office@st-monicas.enfield.sch.uk** marked for the teacher's attention. You can also send a memo on Tapestry.

READING AND WRITING

In Reception the children are taught phonics to help them to read and write. We follow the Ruth Miskin "Read, Write Inc" programme. The children are taught to look at the letter and recognise its sound (phoneme). They are introduced to sounds in a specific order which will all be explained at our literacy meeting.

We will hold a literacy session for all new parents on Thursday 15th October at 7pm and repeated on Friday 16th October at 9.15am. It is important that you attend one of these meetings so that you can learn how we teach children phonics, reading and writing.



LETTER FORMATION

Once your child has settled into school they will start getting handwriting to practise at home. When your child is practising at home make sure that you look carefully to check that they put their pencil in the right place to start and also go in the right direction. Bad habits formed early are difficult to break. Hold your hand over theirs to guide them if they need it.

PENCIL GRIP

It is important that your child holds their pencil correctly using index finger, thumb and middle finger to hold the pencil securely. If they struggle with this, there are special triangular pencils and pencil grips that will help.

LEFT HAND GRIP

RIGHT HAND GRIP

The children learn to write their letters like this:

NUMBER FORMATION

It is also important that your child writes numbers the correct way round. Children will often write letters and numbers back to front so it is important to always correct them and show them the right way. Children who are still reversing numbers and letters by the end of year 2 may need additional support outside the classroom to help them with this aspect of learning.

SPECIAL NEEDS EDUCATION

The school is inclusive to all children. Those children with special educational needs or disabilities (SEND), whether physical, emotional or academic are given appropriate support in school. Please let us know as soon as possible if your child has any additional needs or has been referred to any professionals, for example Speech and Language Therapist. The Home-Visit is a good opportunity to do this.

The school has a policy on special needs that is based on our Christian ethos and accepts the framework of the Government's 'Code of Practice' (all policies are available on the school website). Resources are provided internally by the school or if needs be, we will access expert help from other professionals such as Speech and Language therapists, Educational Psychologists, Occupational Therapy or the Hearing/Visual Impairment Service etc.

In the pastoral care of the children, the key figure is always the class teacher. The Headteacher, SENDCo, Nursery Nurses and other members of staff play important supporting roles.

Top Tip

*Please look at the **"LEARNING"** tab and click **"SEND"** on our school website for more information about special needs and disabilities at St Monica's.*

SCHOOL DINNERS

Freshly prepared meals are cooked on the premises each day. We buy into Herts Catering Company who provide a team of qualified staff to work in the kitchen. There is a menu available on the school website which is changed about twice a year. In September you will be given a login to SchoolGrid which is where you choose your child's meals. **You need to make your choices a week in advance.** Please discuss what you are choosing with your child so that they are ready for the meal when they collect it.

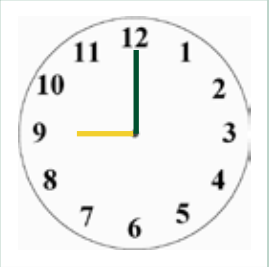
Every infant child is provided with a school lunch paid for by the Department for Education (DfE).

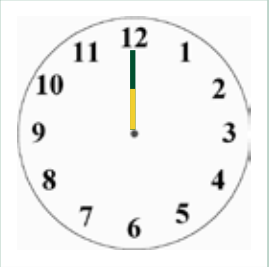
If you would prefer not to take advantage of this free school meal, you may bring in a healthy packed lunch for your child. No sweets or fizzy drinks are allowed and no glass bottles. Nuts of any kind are not allowed in school due to the risk to children with severe allergies.

STARTING SCHOOL

If your child is in **Group A** they will start school with the morning session on **Wednesday 2nd September**. The morning session is 9am -12 midday and in those first few days there will only be the first fifteen children on the register in school in the morning.

Group A





If your child is in **Group B** they will start school with the afternoon session on **Wednesday 2nd September**. The afternoon session is 1.00pm-3.15pm and for those first three days there will only be the second fifteen children on the register in school in the afternoon.

Group B

On Monday 7th and Tuesday 8th September all children will come in for the morning 9am - 12 midday. On Wednesday 9th September all children will start full time 9am - 3.15pm.

This will be the first day they stay for lunch. We will need to know a week before this if they want a school meal or will bring their own packed lunch. When children start school they must all be wearing the official school uniform.

UNIFORM

ALL CHILDREN MUST WEAR SCHOOL UNIFORM

WINTER UNIFORM

SUMMER UNIFORM

- Grey shorts/trousers with grey socks
- Green skirt/pinafore with white socks or green tights
- White shirt with school tie (tie can be removed during the summer term)
- Green jumper/cardigan with school logo (logo is optional)
- Green gingham cotton dresses may be worn in the summer term and until October half term
- Black shoes or sandals of a sensible design (no open-toe or high heels and heavy boots and trainers are not permitted) - brown sandals may be worn in the summer term
- Please provide your child with a pair of wellington boots and a waterproof coat suitable for play in the rain (waterproof trousers or all-in-one would be even better)

PE UNIFORM

For PE, all children come into school wearing their school PE kit. They all need a pair of green shorts and green school t-shirt with logo. In the Winter months they will need a pair of green jogging bottoms and green sweat-top. Children must wear trainers (with Velcro please unless they are very good at tying their own laces) and not plimsols as they do not support young feet. You will be notified when it is your child's PE day at the start of term.

There is no need for your child to have a large sports bag or backpack. They will however, all need a flat, rectangular shaped reading folder bag which you can purchase from the uniform shop.

PE KIT

UNIFORM SUPPLIERS

School uniform is available from:

J. Smith & Sons
25 Station Parade
Cockfosters Road,
Cockfosters, EN4 ODW

020 3818 3622

www.smithsschoolwear.co.uk

PLEASE MARK ALL CLOTHING WITH YOUR CHILD'S NAME.
If your child's name is on it, it will be returned to your child. Any items with no names are put into the 'Lost Property' box located outside the Medical Room.

Children are not allowed to wear make-up or jewellery, except stud earrings and an inexpensive watch. Earrings must be removed and left at home on days when children are timetabled for PE or Games.

Long hair must be tied back for health and safety reasons (such as preventing the spread of head lice). Ideally children should wear green, yellow or white hair accessories.

GETTING IN AND OUT OF SCHOOL

From 2nd – 11th September and for the first few weeks of school, the children will come into school using a door at the front left of the building (near the Site Manager's house). When the staff feel that the children are sufficiently settled, they will walk into school with the rest of the older children via the main entrance to the right of the building.

On the first day of school, please bring your child into their classroom. However, the following day, please say goodbye to your child at the gate and allow them to come into school with just their teachers. If you have another child in the infants you may allow them to also come in via this entrance.

Cannon Road is a 'School Street' which means that you cannot drive in or out of the road at any time in the morning between 8.15am and 9.15am and then again in the afternoon from 2.45pm to 4pm. If you do, you will get a penalty notice charge from Enfield Council. There are cameras on Cannon Hill pointing at Cannon Road.

We advise walking, scooting or cycling to school where possible. If you have to drive your car to school, you are advised to arrive by 8.40am latest and park on a nearby road such as Cannon Hill or Conway Road or park away from school and walk the last ten minutes.

DAILY ACT OF WORSHIP

There is a daily act of worship in school either in the classroom or in the hall. Whole school assemblies happen at least twice per week and a smaller infant assembly takes place once per week *(infants are Reception, Year 1 and Year 2).* There is also a weekly "singing practice" session.

HOUSE TEAMS

The children are divided into four House Teams and House Points are awarded for good behaviour, good manners, or good work. The points are collected each Friday and the winning team at the end of the half term will get a non-uniform day as a reward. The House Teams are St Cecilia, Patron Saint of music (red), St Theresa of Liseux, of the little ways (blue), St Francis, Patron Saint of animals & the environment (green) and St John Baptist de la Salle, Patron Saint of education (yellow).

Children will need to wear the right colour t-shirt for sports day which usually takes place towards the end of the summer term.

PRAYING AT SCHOOL

Children will be invited to make the sign of the cross at the start and end of prayer time. If you want to learn, pretend you are looking in the mirror and copy the actions on the photos.

In the name of the Father

and of the Son

and of the Holy

Spirit

Amen

MORNING PRAYER

Jesus keep us safe today and keep all bad things far away.
Watch my feet in case I fall, let nothing frighten me at all.
and let my Guardian Angel be walking hand in hand with me.

PRAYER BEFORE LUNCH

Bless us O God as we sit together.
Bless the food we eat today.
Bless the hands that made the food.
Bless us O God, Amen.

PRAYER AFTER LUNCH

Thank you God for the food we have eaten.
Thank you God for all our friends.
Thank you God for everything.
Thank you O God, Amen.

HOME TIME PRAYER

God our Father I come to say
Thank you for your love today.
Thank you for my family
and all the friends you give to me.
Guard me in the dark of night
And in the morning send your light, Amen.

THINGS TO DO BEFORE YOUR CHILD STARTS SCHOOL

- *Have conversations with your child as often as you can, encouraging them to speak in full sentences. If they tend to give one word responses then repeat what they have said back to them as a question. Eg.* ***Parent:*** *'What's your favourite colour?'* ***Child:*** *'red',* ***Parent:*** *'Oh is red your favourite colour? I like red too. Can you think of anything that is coloured red?' And so on... By speaking in full sentences children learn the patterns of language and grammar which then helps them when learning to read and write. If English is not your first language your child will still benefit from doing exactly the same thing but in your home language. It is not a good idea to speak incorrect English and much better that your child masters your home language correctly.*
- *Read to your child every day if possible and ask them questions about what you are reading to make sure they have good understanding. Read to them in English or any other language you may speak.*
- *Look through this booklet so they can familiarise themselves with members of the Reception team and their new school environment.*
- *Take your child on outings to the park, swimming, library, shops, museums etc and talk about what you see and what you're doing.*
- *Encourage them to develop a good memory by asking them to remember things you need to buy when you're out shopping eg "Don't forget to remind me we need a loaf of bread and some milk" etc.*

THINGS TO DO BEFORE YOUR CHILD STARTS SCHOOL CONT.

- *Encourage your child to look at numbers - on houses, on buses, car registration plates and count out loud as you do things such as counting as you go up or down the stairs.*
- *Encourage your child to notice words and letters eg the name of the road where you live, their first name written as a label "Oh look! That letter is in your name!" etc.*
- *Encourage your child to use the toilet independently, pulling up their own pants and wiping themselves and washing their hands afterwards with soap.*
- *Encourage your child to dress and undress independently, including putting on and zipping up their own coat. Practise doing up buttons eg try and get some pyjamas with buttons as this will help their fine motor skills (ie using their fingers to do careful actions).*

A trip to Conway Park

PUPIL PREMIUM

There is a special grant which schools can receive from the Government to help support the learning of children on lower incomes. This is called the Pupil Premium Grant. If you are in receipt of any of the following benefits, please ensure that you complete the form provided from Enfield Local Authority (copies available from the school office) and return it to school or Enfield Local Authority. This will ensure the school gets extra funds which can be used directly to support your child.

Your child may be eligible for the Pupil Premium Grant if you get any of the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children who get any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.

ST MONICA'S CATHOLIC PRIMARY SCHOOL

Strive to succeed in the presence of God

ST MONICA'S CATHOLIC PRIMARY SCHOOL
Cannon Road, Southgate,
London, N14 7HE

Headteacher: Mrs Kate Baptiste

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