



Established 1676

# St Chad's Church in Wales VA Primary School

'Always looking to the future'

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# Parent Handbook

## 2025/26



St Chad's Facebook



## Parent Handbook

Welcome to our Parent Handbook, which is similar to our School Prospectus and can be viewed via the following link.

[School Prospectus](#)

This handbook aims to provide you with information about the day-to-day operations of the school and to keep you informed about what is happening in school.

Many thanks for your ongoing support

Nicola Locker and the St Chad's Team



Our vision is to be-

### **Rooted in Faith, Ready for Life:**

At St Chad's, we nurture young minds and hearts in a loving, Christian-centered environment.

We empower our children to be-

- Ready - Equipped with academic excellence and a foundation for lifelong learning
- Respectful- Kind and compassionate towards ourselves, others, and God's creation
- Safe- Thriving in a secure and supportive community where Christian values guide our actions

We strive to help discover talents, ignite a love for learning, and connect with their faith. We empower of children to reach their full potential by

**'Always looking to the future'**

*"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future."*

Jeremiah 29:11



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## Term Dates 2025-26

Autumn Term	
Term Open	Monday 1 September 2025
Half Term Close	Friday 24 October 2025
Half Term Open	Monday 3 November 2025
Term Close	Friday 19 December 2025
Training days	Monday 1 September 2025 Tuesday 2 September 2025 Friday 24 October 2025
Spring Term	
Term Open	Monday 5 January 2026
Half Term Close	Friday 13 February 2026
Half Term Open	Monday 23 February 2026
Term Closes	Friday 27 March 2026
Easter	Good Friday 3 April 2026 Easter Sunday 5 April 2026
Training days	Monday 5 January 2026
Summer Term	
Term Open	Monday 13 April 2026
May Day	Monday 4 May 2026
Half Term Close	Friday 22 May 2026
Half Term Open	Monday 1 June 2026
Common Transfer day	Thursday 25 June 2026
Term Close	Monday 20 July 2026
Training days	Monday 13 April 2026 Monday 20 July 2026



**Punctuality**

The school gates open at 8:50 AM, and the school day starts at 9:00 AM. Children are greeted by both the Headteacher and class teachers at the entrance gates. The gates will close promptly at 9:00 AM, and any latecomers will need to ring the office bell and sign the late book.

**Attendance**

Pupil attendance is tracked continuously, and regular attendance is critical for your child's progress and achievement. It also establishes a good habit to carry forward into the working world. The school can authorise absence for illness, medical reasons, or exceptional circumstances.

**Reporting Absence**

If your child is absent, please inform the school office by calling the school number, sending an email, or notifying a member of staff if you are dropping off a sibling. If we do not hear anything, we will contact you after 10:00 AM.

**Appointments**

Appointments should be made, where possible, outside of school hours. For unavoidable appointments, please notify the school in advance and provide evidence of the appointment.

**Picking up your child**

Parents of nursery children should come up the drive at 11:30 AM and wait by the gate. A member of staff will hand your child over to you and relay any important information. At 3:15 PM, all children will be escorted down the drive by their class teacher or another member of staff. The children will be dismissed individually when the member of staff can see the person picking them up. If the person collecting your child differs from the usual arrangements, please inform the class teacher or email the school in advance. We cannot allow children to leave the school grounds until we have permission from the main guardian.

**Holidays in term time**

The Headteacher has the discretion to authorise a holiday of up to 10 sessions (5 days) during term time and more than 10 in exceptional circumstances. All holiday requests must be submitted in advance using the holiday form provided by the school. The school will respond to the request if it is not or is partially authorised.

For more information, please refer to our Attendance Policy



**Parental information**

Please fill out your child's details at the start of the academic year, or please update if you have a change of address/ phone number etc



<https://forms.office.com/e/71agu5G7UA>

## Communication

We will communicate with you in a variety of ways including -

### Bromcom

Our email system has changed to BromCom

Please check you spam/junk files for St Chad's Church in Wales School- [15301@bromcomcloud.com](mailto:15301@bromcomcloud.com) and add it to your contacts. This is a no-reply email, you can email the school on [mailbox@hanmer-pri.wrexham.sch.uk](mailto:mailbox@hanmer-pri.wrexham.sch.uk) or phone the school office – 01948 830 238

### Seesaw

At the start of the academic year you will receive an invite to a family SeeSaw code. The app can be downloaded to a device. To keep up to date, check your device that notifications are on for the app. You can message staff on Seesaw using the message system. Please like and comment on your child's work.

### Website

Our School website is [www.stchadsschool.co.uk](http://www.stchadsschool.co.uk)

### Newsletters

Weekly newsletters are sent out to give a roundup of the week and any information and key dates needed.

### Facebook

Please Like and follow our Facebook page- [St Chad's Facebook](#)

### Letters



We are trying to do our bit for the environment, by being 'paper free', however sometimes we need to send out letters, so please check book bags regularly.

## Child Protection and Safeguarding

We fully recognise our responsibilities for child protection. We all work hard to ensure that the children at St Chad's are happy, safe and healthy.

If you are concerned about a child please speak to the Safe Guarding Leader as soon as an issue has been identified or practically possible.

### Child protection is everybody's responsibility

	
Child Protection Officer Mrs Nicola Locker Headteacher	Child Protection Officer Miss Jayne Ellis Secretary

Child Protection Governor- Lady Hanmer/ Dr K. Redman

[Safeguarding Policy](#)



[St Chad's Facebook](#)





## Complaints

St Chad's is committed to dealing effectively with complaints. We aim to clarify any issues about which you are not sure. If possible, we will put right any mistakes we have made and we will apologise. We aim to learn from mistakes and use that experience to improve what we do.

Click on the link to view our [Complaints procedure](#)

## Behaviour

We expect the highest standards of behaviour from our children at all times at St Chad's School. Alongside building and maintaining positive relationships, staff use individual and class rewards to encourage and reward good behaviour.

### School Behaviour Policy

[st-chads-school-anti-bullying-guidance-parents.pdf](#)

[st-chads-school-anti-bullying-guidance-pupils.pdf](#)

## Reporting Illness

If your child feels unwell, they should inform their teacher. Should your child become ill at school, we will contact you and request that you come to collect them.

## First Aid Provisions

The school has several first aiders on site at all times who will treat any injuries or illnesses accordingly. Injury forms will be sent home if a child has received treatment from a first aider.

## Medication Policy

The school can dispense medication provided that a medical form has been completed. Please bring in the medicine, inform the school office, and complete a medical administration form detailing the medication that is required to be taken during the school day.

## Existing Medical Conditions

If your child has an existing medical condition, please ensure the school is informed. We will work with you to develop a health plan tailored to your child's needs.

## Inhaler Provision

If your child requires an inhaler, please contact the school office to obtain a form to complete. All inhalers are stored securely in the classroom and are taken on trips and outings as needed.

## School Dinners

All pupils have a Parent Pay Account. New children will receive an account with an activation code when they join. School dinners need to be ordered by 8am on the morning.

Reception to Year 6 children are entitled to Free School meals as part of the Welsh Government Universal Primary Free School Meals.

If you feel you are able to access Pupil Premium funding which we use to help your child participate fully in all learning activities. This funding can also help part fund for extracurricular activities including music lessons and residential trips. [Free school meals | Wrexham County Borough Council](#)

## Parental Involvement

Parents are invited into school at various times during the school year for meetings to help them support their children's learning at home. Parents are also invited in for Reading cafes and also into the classroom, to learn about what their child has been learning.

### Friends of Hanmer

Every parent/ carer is automatically part of Friends of Hanmer. There will be meetings planned throughout the year to help plan for events etc.



[St Chad's Facebook](#)



## Assessment and Reporting

Ongoing assessments enable staff to plan for children's next steps in learning. At the end of each term, children undergo a range of assessments to monitor progress and recorded onto class tracking documents. From Year 2-6 children take the Welsh National Personalised Tests in January and June. The results are shared in the end of year report.

Parents have the opportunity to have a meeting with the class teacher in the first half term of the school year and in the spring term. This is to see how the child has settled in and targets are set from initial baseline assessments. Another meeting with parents takes place in the Spring first half term to discuss progress.

Children will also receive an interim report in February and a final report in July.

## Lost Property

Please label all items of clothing. Clothes that are left in the cloakroom with no name will be placed in the Lost Property box.

## Fire and Lockdown Alarm

In the unlikely event of a fire or other emergency, an alarm will sound to alert staff and students. Any person inside the school building must take immediate action as directed by staff. The school undertakes regular Fire and Lockdown drills for the protection of the school community.

## P.E

Plain white t-shirt (with or without the logo) black/navy shorts and pumps/trainers.  
A plain hoodie/ joggers for the colder months.

### P.E days

Class 1 - Monday

Class 2 - Friday

Class 3- Tuesday

Class 4- Wednesday



## School Uniform

We are very proud of the St Chad's children in their school uniform.

Our uniform is an important part of creating a sense of belonging as well as being practical and comfortable. We are most appreciative of the effort made by parents to send their children to school in smart uniform.

Jewellery is not allowed in school with the exception of a watch. If your child has pierced ears, small studs are permitted, however for safety reasons children are not permitted to wear earrings in PE lessons.

Girls- Maroon cardigan or jumper, white or maroon polo t-shirt, grey or School tartan skirt and black shoes.

Summer- Red/ maroon Check dresses

Boys- Maroon jumper, white or maroon polo t-shirt, grey or black trousers and black shoes.

Summer- Grey shorts



Uniform can be purchased from Sarah's Embroidery on the Penley Industrial estate.

<https://sarahs-schools.myshopify.com/collections/st-chads-school-hanmer> or the Friends of Hanmer hold regular second hand uniform sales for £1 per item.



St Chad's Facebook



## Forest School

Forest School is the name for an approach to educating children in the outdoors environment on a regular basis. Here at St Chad's we feel that all children should have the opportunity to be educated in this way. Work will support the main curriculum (particularly literacy, science, maths and the arts) and will have a strong emphasis on raising the children's self-esteem and independence.

An integral part of the Forest School experience is that children will experience the outdoors in all weathers. With the exception of very high winds and thunder storms, please assume that your child will be outside when they take part in forest schools, even if it is for a shortened session. You will need to supply your child with the correct outdoor clothing, kit list enclosed. Please bear in mind your child is likely to get muddy!

Forest School activities will teach the children about caring for, managing and understanding the woodland environment. To do this, children will have opportunities to use hand tools such as bow saws, knives and bill hooks as well as lighting fires. As a parent, I know this all sounds very alarming but please be reassured that Forest Schools nationally have an excellent safety record thanks to the robust procedures we are required to have in place before we can offer sessions.

Every Forest School session may only be run by our qualified Forest School Leader Miss Challenor. We have a risk assessment and a policy file, which you are welcome to read through. This Handbook contains all relevant procedures and risk assessments for Forest School and ensures that all risks have been reduced to an acceptable level.

This venture is an excellent learning experience for all of us. Ultimately, by raising your child's independence and self-esteem, they should be able to use Forest School to enhance their learning in other areas of the curriculum whilst developing a love and understanding of the natural environment

### **ESSENTIAL KIT LIST – PLEASE LABEL ALL ITEMS OF CLOTHING AND**

#### **WELLIES/BOOTS**

- Long sleeve t-shirt
- Sun hat and sun cream – summer
- Waterproof coat and trousers
- Warm joggers/trousers
- Hat and gloves- winter
- Wellies/boots and spare socks
- Hoodie/Fleece- winter

**Forest School will be on the following days-**

**Monday- Class 1**

**Tuesday- Class 4**

**Wednesday- Class 2**

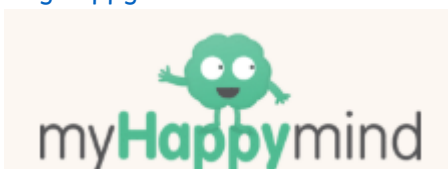
**Friday- Class 3**



## My Happy Mind

We have My Happy Mind sessions every week at school and it helps us regulate our feelings and also helps us understand why we feel like we do. Please follow the link that gives you more detail about how to help at home and download the app.

[myHappyMind Parent Resources](#) - the school's authentication code is 400448



[St Chad's Facebook](#)





## Homework

At St Chad's Primary School, teaching staff recognise that pupils who have spent a busy structured day at school need time to relax and unwind at the end of the afternoon and have an opportunity to play.

We are also mindful that children have a busy social life! We encourage children to pursue out-of-school activities, e.g. swimming, dance, gymnastics, horse riding, Beavers, Brownies, music lessons etc.

We believe that homework activities should be set but should not promote resentment, friction and conflict. We have spent time reviewing our homework in school in terms of content and effectiveness.

To support your child with their learning, we have created homework expectations for each class. We have not set any times as we know that some days are busier than others, but doing even 5-10 minutes a night would be beneficial for your child.

### **Class 1- Reception**

- Your child will take home reading books to share and read with the family.
- Flash cards of key words will help your child recognise the words in and out of context.

### **Class 2**

- Reading- reading with an adult and discussing the book
- White Rose Maths App
- Year 2- TT Rockstars

Talk about the book before you start. Look at the front and back cover. Make predictions about the book.

During the story encourage your child to talk about the pictures and what is happening in the story.

Practise decoding skills (sounding out) reading new words and recognise high frequency words

Ask your child questions about the book. Re-tell the story or pick out key events.

Develop reading fluency and explore expression. Model reading a few sentences expressively.

Encourage your child to read their book to different family members so they can feel proud of their reading.

## Reading in Class 1 and 2

We encourage children to keep the books over a few nights and read it several times to develop different skills. We will be having a reading workshop (VIPERS) to share with parents in the autumn term.

### **Class 3**

- Reading- Children will now have ownership with some support of changing their reading books when they have completed a book. They will select a new book from the reading stage they are on and record it in their reading record.
- TT Rockstars- Practice their timetables and take part in a Class battle every weekend.
- Study Ladder- Your child will be given a user name, work will be set every week that reflects the teaching that week.

### **Class 4**

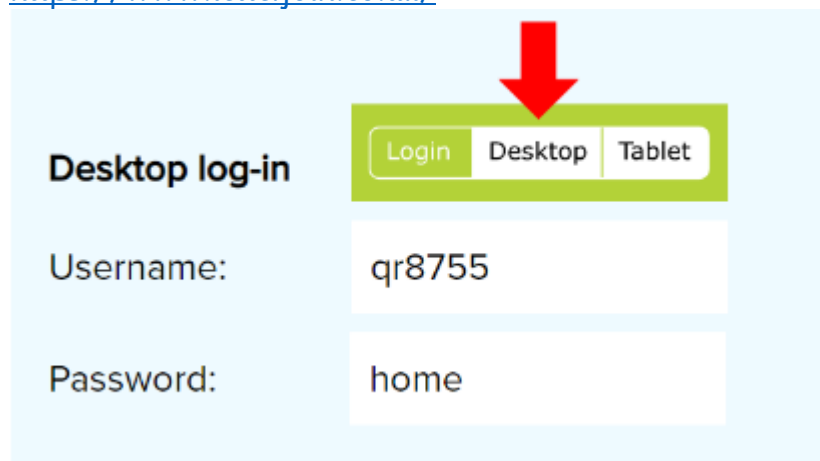
- In Class 4 the pupils start to develop responsibility and independent skills. We are also preparing children ready for secondary school.
- Reading- Children have ownership of changing their reading book when they have finished their book.
- Times tables/ study ladder as above.

Please refer to our separate booklet regarding reading at home (VIPERS)- Out in the autumn term.



The handwriting scheme we use in school is available to use at home.

<https://www.letterjoin.co.uk/>



The screenshot shows the Letter Join login interface. At the top, there are three buttons: 'Login', 'Desktop', and 'Tablet'. A large red arrow points down to the 'Desktop' button. Below the buttons, there are two input fields. The first is labeled 'Username:' and contains the text 'qr8755'. The second is labeled 'Password:' and contains the text 'home'.

## Use of ICT

The children have access to a range of ICT equipment throughout the school day and the school follows the advice and guidelines set out by the LA and the school E-Safety Policy relating to the safe use of the internet, computers, handheld devices and interactive whiteboards.

Please check our social media page with hints and tips we share to help keep your child safe online.

## St Chad's Church

As a Church in Wales school, we have a very close relationship with our Church. We hold Collective Worship and services in the Church. Each year, we lead two Sunday Services for our families and the community, where the children sing and perform for the congregation. These wonderful services give our children an opportunity to showcase their talents.

Although we understand that families have commitments at the weekend, we encourage you to attend these lovely services.



**Harvest** - Sunday 19th October 2025

**Christmas Carol Service** - Sunday 7th December 2025

## Nut Free School

Due to children with severe allergies, we are a nut free school.

Nut free allergy policy (link)

If it is your child's birthday and you would like to bring in a cake, please ensure it is nut free. We recommend bringing in a shop-bought cake with all the ingredients stating 'nut free'

Snacks- Class 1 and 2 provide snacks at a small cost. However, if your child brings in a snack, please ensure it complies with our Healthy Schools policy (link)



[St Chad's Facebook](#)



### Awards/Proud wall

We hold a Celebration Collective Worship every Friday, during which we celebrate the successes of the week and award certificates, including 'Seren yr Wythnos' (Star of the Week), 'Gwaith yr Wythnos' (Work of the Week), and Forest Ranger.

During our Celebration Collective Worship, we share the achievements of the children from outside school. They can bring in trophies, badges, rosettes, and certificates, and their pictures will be displayed on our 'Proud Wall'. You can send photographs via Seesaw or through the school email.

### Welsh

The children have daily Helpwr Heddiw sessions that promote the Welsh language. Throughout the year, we will post phrases and crib sheets to assist your child at home. During our Welsh Collective Worship, a child from each class is presented with a 'draig', a dragon that is taken home on a weekly basis by a child who speaks a lot of Welsh. The dragon spends the week with the child, allowing them to record their adventures, which will be shared with their peers the following week.



### Library

We have a fantastic range of library books available. Following feedback from parents last year, we have decided to open the library so that children can come with their parents and choose books to read at home. The library will be open on Mondays after school, from 3:15 to 4:00 pm.

### Our School Christian Values

At our school, we embrace a different Christian Value each term. We hold Collective Worship sessions centred around the chosen value and structure our prayer spaces accordingly.

- Showing Generosity
- Truthful, Trustful and Thankfulness
- Compassion, Creativity and Courage
- Having Hope
- Appreciation
- Determination
- Sharing Friendship and Forgiveness

### Breakfast Club

The School's Breakfast Club is partly funded by the Welsh Government. It runs daily, Monday to Friday, 7.50am to 8.50am.

The club runs in two sessions.

- Session 1 - 7.50am - 8.20am £3.00 per child
- Session 2 - 8.20am - 8.50am Free - Breakfast served during this session

Book sessions via the [ParentPay app](#)



St Chad's Facebook



## After-School Club

Our After-School Club runs daily - Monday to Friday, 3.15pm - 5.15pm.

To book sessions please email [afterschoolclubhanmer@gmail.com](mailto:afterschoolclubhanmer@gmail.com)

Session prices are as follows-

3.15pm - 4.15pm £4.00 per child

3.15pm - 4.45pm £6.50 per child

3.15pm - 5.15pm £9.00 per child

## After-School Clubs

Throughout the year we offer a wide range of Clubs, including girls/boys football, cooking, art club, choir, band and dance. Please check the weekly newsletters for what clubs are running that term. Clubs are £4 per session, unless stated otherwise.

## Home School Agreement

At St Chad's we value the importance of school and parents working together in partnership. We believe that commitment to this partnership is essential if each young person is to achieve his or her full potential.

Our Home School Agreement letter will be sent home at the start of the Academic year for both you and your child to sign and return to school.

[Home School Agreement link](#)



Thank you for reading this document. We will refer to it throughout the year and it will be available on SeeSaw and the School Website.



[St Chad's Facebook](#)

