

# Contact Information

To stay up to date with the latest information from our school please visit our Website, Facebook and Instagram Page.

Find more information on our website:

[www.st-teresas.wokingham.sch.uk](http://www.st-teresas.wokingham.sch.uk)

A member of the school team is always happy to help you. Mrs Van den Berg, our School Secretary, and Mrs Robins, our Admin Officer look forward to hearing from you. You can contact us via the number or email below.

If you require any information that is related to Special Educational Needs, please contact our SENCo Mrs Jones on the school number.

Contact Us

St Teresa's Catholic Academy

Easthampstead Road

Wokingham

Berkshire

RG40 2EB

Tel No: 0118 9784310

Email: [admin@st-teresas.wokingham.sch.uk](mailto:admin@st-teresas.wokingham.sch.uk)



St Teresa's Catholic Academy  
School and Pre-School



## New Parent Information Pack



Safe, Happy, and  
Successful together with  
God



# Welcome to St Teresa's

## A message from the Headteacher



Dear Parents,

On behalf of Governors, staff, and children, I would like to offer you a warm welcome to St Teresa's Catholic Academy.

St Teresa's is a successful, happy, and nurturing school where everyone is respected, loved and valued for the contribution which they make to the life of our school, as well as the individuals they are. We have a committed staff who share a variety of talents and experiences. We are constantly striving to improve the curriculum and facilities to provide rich learning experiences and success for every child. Our pupils benefit from a broad, stimulating curriculum within a rich supportive environment.

We have high expectations of our children, combining these with effective spiritual, creative, physical, social and emotional development through supportive partnership with parents, the Parish, the Frassati Multi Academy Trust, the local community and the Diocese. Everyone involved in our school work together in faith, to enable each child to reach their full potential.

With your help, we will do all that we can to make your child's experiences here at St. Teresa's Catholic Academy, enjoyable and worthwhile.

Please contact me if there is any further information you require.



Mrs Nikki Peters  
Headteacher



## Attendance

School attendance is vital for pupil's development physically, emotionally and socially. It is important that your child attends every day and on time.

Children should only be kept at home if they have a serious illness or injury. If this is the case, parents must call the school by 9.00am.

Every effort should be made to make dental, clinic or hospital appointment outside of school hours, however if you cannot then children should attend school before/after their appointment and provide medical evidence so that this absence can be authorised.

### **Pupils should miss as little time as possible - every learning opportunity matters!**

The school will implement strategies in order to improve attendance for any child whose absence is falling below 96%, who has a pattern of erratic attendance, or persistent lateness. Our full policy can be found on the school website. We look forward to working in collaboration with you in order to ensure your child is present in school

## School Association

The SA is a friendly group of parent volunteers. St. Teresa's has a very hard working and successful School Association. I would ask you to try and support any events organised by our SA, and if you are interested in being further involved please contact them on [schoolassociation@outlook.com](mailto:schoolassociation@outlook.com)



## Governors

School governors are volunteers who help to run the school, called the 'governing body'. Governors are involved in the strategic decisions of the school; for example, running buildings and budgets, ensuring health and safety measures are in place, supporting staff and setting standards of school discipline. They also contribute to the school's long-term goals. They support the Headteacher and make sure the school is always heading in the right direction.

Chair of Governors Mrs Anne-Marie Eden

## Parent Pay

We are a cashless school. All booking for lunches, trips, and clubs etc., are done electronically. It's easy to set up and we will send home your log in details for you to set up your account.



## School Uniform

Our school uniform can be ordered and purchased from the school office using the form available from our website.

Our uniform has the St Teresa's logo on and consists of:

- St Teresa's sweatshirt or cardigan
- St Teresa's Red Polo shirt (infants) or white shirt and school tie (Juniors)
- Grey trousers, shorts, pinafore or skirt
- Black school shoes

PE Kit consists of:

- St Teresa's Blue polo shirt and Red St Teresa's shorts
- St Teresa's Tracksuit

To view the full school uniform please see our school website



## Home – School Communication

Pupils are greeted each morning on the gate by a member of SLT. Slips can be left on the gate, which are passed onto the relevant teachers. The Senior Leadership Team will be available to discuss any concerns you may have. Please contact the school office to arrange an appointment outside of these hours. Regular letters and newsletters are sent via our school app and uploaded onto the school website. You can also keep updated with any news on our Facebook and Instagram page.

## Special Mentions and Assemblies

We have weekly 'Celebration Assemblies' to celebrate our pupils' achievements. We celebrate:

- Smiley Certificates
- Reading Achievements
- Birthday celebrations
- Golden Book Nominations
- House point winners - a trophy is awarded to the house who accumulate the most points. This is accepted by the House captains who make a speech.



## Behaviour

The support of all parents on all matters concerning school is invaluable. This support is important in ensuring a positive, well-ordered working environment, which all parents would wish for their children. The aim of the school with regard to discipline is that children should develop self-discipline and understand the need for self-control. It is hoped that unacceptable behaviour will be rare. If there is concern over unacceptable behaviour, parents will be consulted and asked to co-operate with any measure deemed necessary. The school recognises that parents are responsible for the discipline of their children and expects them to play an active part in ensuring their child's good behaviour whilst at school. In accepting a place for your child at St. Teresa's it is essential that parents respect the authority of the Headteacher and staff and trust their judgements in relation to matters of discipline.

## Homework

We ask that all parents support their children by listening and helping them to read regularly, (at least 3 times per week), informing the class teacher if they have any concerns. Parents' support in helping their children learn multiplication tables (Times Tables Rockstars) and weekly spellings (Spelling Shed) thoroughly, would greatly benefit the children. In each KS2 class, the teacher will provide your child work to complete at home, these tasks will be mainly Maths and English based.

## School Meals

A choice of good quality cooked meals is available, these are freshly prepared each day by our on-site catering team. Parents of children with specific dietary requirements should inform the school. Free school meals application information is available from the school website for parents in receipt of Income Support. If pupils bring packed lunches it is important that they are both nourishing and of sufficient quantity to enable the child to work well throughout the afternoon. Please note we are a **nut-free site**, also fizzy drinks and chocolate (other than a chocolate biscuit) are not permitted. Parents must pre-order their child's meal at least one day before via our ParentPay app. Parents/Carers will be issued with log on details. Dinners are currently £2.30 per day for Juniors. Infant children are entitled to a Universal Free School Meal. To view the current menu please click [here](#)

## Pupil Premium

Pupil premium is additional funding given to school for extra support and to help close the attainment gap between disadvantaged and non-disadvantaged pupils. Please read the information within the Pupil Premium statement on the website which gives details of our Pupil Premium Grant and how we allocate the funding. The Pupil Premium Grant is a sum of money that is allocated to school to ensure that all children have an equal chance to succeed. Your child may qualify for Pupil Premium. If you qualify your child will receive free school meals, free milk at break time, discounted school trips and classroom targeted interventions. Click [here](#) for more information and to apply.

## Wrap Around Care

Our Breakfast and After School Club is run by our own members of staff. We operate between the hours of 7.55am – 8.40am and 3.15pm - 6.00pm during term time. This also includes our Pre-School children. Parents have the option to join a contract for regular sessions which we then guarantee on a month-to-month basis. Ad hoc sessions are also available subject to availability. For more information and to apply please click [here](#)



## Extra-Curricular After School Clubs

We provide several extra-curricular after school clubs each afternoon. Our clubs include - Lego Club, Cooking Club and various different Sports Clubs to name a few. These are subject to change each term. These are available to Years 1 to 6 Bookings and payment for these clubs can be made via Parent Pay. Children have the chance to sign up to new clubs each term.



## Emergency Contact Details

When your child starts with us you will need to complete your records and ensure you provide us with emergency contacts and other important details. Please ensure we have at least 2 contacts on file for your child. We use Arbor as our parent portal and you will be sent your log in details when your child joins. Please ensure that all the information is fully up to date and permissions are given.

## Smarter Way to Pay

Payments for trips, activities and contributions towards the building fund are due each academic year. To assist parents with the cost of this we offer a scheme to be able to pay on either a monthly or termly basis. We are also able to claim Gift Aid on these payments if you are a UK taxpayer. To sign up for this scheme please click [here](#).

## Foundation Unit

For those children joining in either Reception or Pre-School please follow the links below for additional forms to complete.

- Tapestry – to give permission & more information for our progress app please click [here](#)
- Government funding – please complete the funding form [here](#) for us to claim your funding
- Entry Profile – please follow this [link](#) to complete some more information for our pre-school staff

## About Our School

Our aim is for all members of our School Community to be,

**'Safe, Happy and Successful together with God'**

We achieve this by following our **SAINTS** Beatitudes:

**Strive**- *a willingness to do your best.*

**Accept**- *a willingness to be a kind person to everybody, no matter what.*

**Integrity**- *a willingness to be honest in what I say and do.*

**Nurture**- *a willingness to care for others and the environment.*

**Talents**- *a willingness to use and develop our gifts.*

**Service**- *a willingness to serve without being asked or expecting a reward.*

*By following these beatitudes, we can be safe, happy and successful together with God.*

**'Let all that you do be done in Love' (1 Corinthians 16:14)**

