



St Paul's
PRIMARY SCHOOL
Together Everyone Achieves More

St Paul's Primary School
Early Years & Key Stage 1 Parent Handbook
January 2026 - September 2026

Contents

Contents	2
Headteacher's Welcome	3
St Paul's Primary School Vision	3
Vision.....	4
Mission statement.....	4
St Paul's Primary School Staff List	5
Class Teachers & Contact Details	6
General Information	7
School Admission.....	7
Admission Forms.....	7
Overseas Admission.....	7
School Organisation.....	7
School Routines - Nursery.....	8
Structure of the school day - Nursery.....	8
School Routines - Reception, Year 1 and Year 2.....	8
Structure of the school day - Reception, Year 1 and Year 2.....	8
Arrival and departure information.....	9
Attendance/Absences.....	9
Dress and Appearance.....	9
Stationary.....	10
Curriculum	11
Nursery & Reception Curriculum (EYFS).....	11
Year 1 and Year 2 Curriculum (Key Stage 1).....	11
Inclusion.....	12
Educational Visits.....	12
Assemblies, Shows and Events.....	12
Homework.....	13
Reading.....	13
Books.....	13
Reporting	14
School Reports.....	14
Parent Interviews/Curriculum Evenings/Workshops.....	14
Pupil Profile - Record and Assessment.....	14
Behaviour	15
Security	15
Visitor.....	15
Confidentiality.....	15
Policies.....	15
Communication with Parents	16
School Community	16
Health and Safety	17
Hygiene checks.....	17
Medication.....	17
Accidents in the playground.....	17
Fire Drills.....	17
Safeguarding and Child Protection	18
Conclusion	19

Headteacher's Welcome

EDUCATION DEPARTMENT
ST. HELENA ISLAND

Headteacher: C. Crowie (Mrs)
St Paul's Primary School
Tel: 22540/22606
E mail: carlean.crowie@sainthelena.edu.sh

Dear Parent/Guardian

This handbook has been prepared to give you an overview of how our school operates and to extend a warm welcome to St Paul's Primary School, our Key Stage 1 setting.

We place great value on your child's learning and well-being, and we hope that their experience at St Paul's Primary will be both enjoyable and fulfilling. For your child to make the most of the opportunities available here, it is essential that we work in close partnership with parents and guardians. We look forward to building a relationship that is supportive, positive, and based on mutual trust.

While a handbook of this kind cannot cover every detail, we hope it offers a helpful introduction and enables you to become familiar with our school.

Should you need any additional information or wish to arrange a visit, please feel free to contact us at any time.

Yours sincerely

Mrs Carlean Crowie
Headteacher
December 2025

St Paul's Primary School Vision

Vision

Through collaborative and reflective practices, we aspire for each child to develop a passion for learning and be the best that they can be.

Mission statement

- To provide a stimulating, safe and caring environment so that each pupil can become an effective learner.
- To provide a high quality, broad and balanced curriculum which allows all pupils to achieve their full potential.
- To reflect on our practices to ensure the best possible teaching and learning experiences for our pupils.
- To recognise and value each pupils' achievements and contributions.
- To foster strong collaborative practices between home, school and the wider community.
- To develop and promote individual pupil talent.
- To nurture the growth of critical thinking and independent learning for all pupils.
- Through a consistent approach, develop and maintain high standards of behaviour within the classroom and the wider community, to sustain high quality learning.
- To support pupils in developing healthy lifestyles.

St Paul's Primary School Staff List

Team	Role	Name
Senior Leadership Team	Headteacher	Mrs Carlean Crowie Designated Safeguarding Lead
	Deputy Headteacher	Miss Lisa Joshua Assistant Designated Safeguarding Lead
Teachers	Teacher (Nursery A)	Ms Maureen Plato
	Teacher (Nursery B)	Ms Samantha Ellick
	Teacher (Reception A)	Mrs Emma Yon
	Teacher (Reception B)	Miss Sinead Green
	Teacher (Year 1A)	Mrs Sally Young
	Teacher (Year 1B)	Miss Tara Caswell
	Teacher (Year 2A)	Miss Chloe Thomas
	Teacher (Year 2B)	Miss Charlee-Paige Thomas
	Advisory Teacher	Miss Emma Mackay
Teaching Assistant	High Level Teaching Assistant	Miss Deborah Augustus
	High Level Teaching Assistant	Miss April Stevens
	General Teaching Assistant	Miss Elaine Crowie
	General Teaching Assistant	Miss Petra Gardner
	General Teaching Assistant	Miss Claris George
	General Teaching Assistant	Miss Hasene Mitham
	General Teaching Assistant	Miss Roxanna Williams
	General Teaching Assistant	Miss Karen Henry
	General Teaching Assistant	Miss Anita Isaac
	1-1 Teaching Assistant	Miss Tanisha Benjamin
	1-1 Teaching Assistant	Miss Carolyn Augustus
	1-1 Teaching Assistant	Miss Hannah John
	1-1 Teaching Assistant	Miss Shalana Clingham

	1-1 Teaching Assistant	Miss Chelsea Lawrence
	1-1 Teaching Assistant	Miss Renee Youde
	1-1 Teaching Assistant	Mr Ben Crowie
Support Team	School Secretary	Miss Helena Twyning
	Auxiliary Worker	Miss Coral Crowie
	Auxiliary Worker	Miss Sandra Crowie

Class Teachers & Contact Details

Class	Class Teacher	Email
Nursery A	Ms Maureen Plato	maureen.plato@sainthelena.edu.sh
Nursery B	Ms Samantha Ellick	samantha.ellick@sainthelena.edu.sh
Reception A	Mrs Emma Yon	emma.yon@sainthelena.edu.sh
Reception B	Miss Sinead Green	sinead.green@sainthelena.edu.sh
1A	Mrs Sally Young	sally.young@sainthelena.edu.sh
1B	Miss Tara Caswell	tara.caswell@sainthelena.edu.sh
2A	Miss Chloe Thomas	chloe.thomas@sainthelena.edu.sh
2B	Miss Charlee-Paige Thomas	charlee-paige.thomas@sainthelena.edu.sh

General Information

School Admission

The school provides compulsory education for children whose ages range from 4 - 11 years (Key Stage 2).

Admission Forms

At the start of each school year, an admission form will be issued to parents requesting contact details, medical information, etc. Please ensure that this form is completed and sent to the school as it gives information on how to contact parents should an emergency arise. It also informs us of any medical problems that your child may be experiencing. Please inform us also as necessary of any change of address, change of guardian or telephone details that occur during the year. This is necessary again if we are to contact you in an emergency. The form will also request permission for your child to take part in any photo shoots that may happen throughout the year and which could be used for the newspaper/internet.

Overseas Admission

Parents overseas wishing to enrol their child/ren in primary school, should fill in the non-residents admission form, which can be found on the Education Website via the below web address.

<https://sainthelena.edu.sh/admissions/>

School Organisation

For this academic year the school will be organised into two form entry, meaning that there will be two parallel classes in each year.

Year	Parallel Group A	Parallel Group B
Nursery (age 3 - 4)	Nursery A	Nursery B
Reception (age 4 - 5)	Reception A	Reception B
Year 1 (age 5 - 6)	Year 1A	Year 1B
Year 2 (age 7 - 8)	Year 2A	Year 2B

Each class is under the care of a class-based teacher, who is responsible for the work programme and pastoral care of that class. Arrangements are made to meet the individual needs of children as far as possible within the available resources.

School Routines - Nursery

There are certain routines and guidelines we expect to be adhered to for the purpose of the smooth running of the school and would ask all parents to adhere to these.

The school day begins at **9.00 am** and ends at **3.00pm**. However, for a punctual start in the morning, the first bell is rung at 8.50 am. **We expect all children to be present when the bell rings at 8.55am.**

Pupils will not be allowed off the school premises for any reason during the lunch break unless parents submit a written explanation

Structure of the school day - Nursery

Time	Lesson
10.30 – 10.50	Break
	Lunch

School Routines - Reception, Year 1 and Year 2

There are certain routines and guidelines we expect to be adhered to for the purpose of the smooth running of the school and would ask all parents to adhere to these.

The school day begins at **9.00 am** and ends at **3.00pm**. However, for a punctual start in the morning, the first bell is rung at 8.50 am. **We expect all children to be present when the bell rings at 8.55am.**

Pupils will not be allowed off the school premises for any reason during the lunch break unless parents submit a written explanation

Structure of the school day - Reception, Year 1 and Year 2

Time	Lesson
9.00 – 9.30	Registration & Period 1
9.30 – 10.30	Period 2
10.30 – 10.50	Break
10.50 – 11.45	Period 3

11.50 – 12.30	Period 4
12.30 – 13.30	Lunch
13.30 – 14.30	Period 5
14.30 – 15.00	Period 6

Arrival and departure information

Children should not arrive at school before 8:30am, except those who are being transported by the school bus. It should be noted that Teachers begin work at 8:30am. Therefore, pupils arriving by bus will be supervised by the School Secretary and Auxiliary Worker.

Children who are transported by bus, must ensure that they are at their pick-up point five minutes before the bus arrives. The bus driver cannot wait for children who are late. We would also like to remind parents about supervision at the bus stops. It is the parent's responsibility to ensure that children are escorted safely to, and supervised on the bus stop. We would also like the support of parents to ensure that children are well behaved on the buses. Inappropriate behaviour is a distraction to the bus driver and in such cases, your child may be asked to find alternative means of getting to school.

Parents bringing their children to school by car are asked to drop them off outside of the school gate.

On no account will we allow a child to be collected by another person without the permission of the parent/guardian. A child will not be allowed to leave the premises during the course of the school day, unless permission to do so has been granted by the Headteacher. A written note, email or a telephone call to the Headteacher will be expected for such occasions. Likewise, if there are any changes to a child's afternoon procedures eg taking the bus to a different destination, prior arrangement needs to be made with the Bus Contractor (Tel 24796) who controls the running of the buses, as not necessarily, additional persons can be accommodated on the bus. It would be a good idea to contact the school before hand to pursue this arrangement first.

Attendance/Absences

Regular school attendance is essential to enable children to maximise the educational opportunities available to them and achieve their full potential. Absence from school or late arrivals, should be explained in the form of a note or by telephoning the school. Please do not send your child to school if s/he is not well enough. It is better to keep him/her at home and we would be grateful if you would notify us of his/her illness. There is a process in place if your child persistently stays away from school, without a valid note of explanation.

Dress and Appearance

Though we are a non-uniformed school, we expect children to come to school clean, tidy and sensibly dressed. Long earrings, nylon chokers and excessive jewellery are not allowed. This is for health and safety reasons. A pair of sleepers/studs (only) may be worn. Children may wear one bracelet/rubber band.

Coloured nail polish is not encouraged, especially if partaking in cookery sessions.

Sensible and appropriate hairstyles for school are encouraged. Children with long hair should tie it back at school in the interest of safety and hygiene. This particularly applies to subjects such as Science, PE and Circuit. Extreme hair colours or hair styles such as Mohawks are not allowed.

For Physical Education lessons, children should wear shorts and a tee shirt or a tracksuit as is appropriate. Denim shorts/jeans are not allowed as it restricts movement. Suitable footwear is required, which also applies for activities such as Circuit and Science. This is also a safety measure.

Tee shirts with vulgar slogans and/or writing are not allowed, nor midriff tops or clothing that exposes too much of the body. Heeled shoes, Step-ins or flip flops are not encouraged as they can become a safety risk, at playtime or when using playground equipment.

Our school colour is yellow. Therefore when we are involved in activities outside of school, we encourage children to wear a green shirt for easy identification.

Stationary

All stationary is provided at school.

Curriculum

The primary curriculum models that of the National Curriculum in England 2014 in the core subjects of English, Maths and Science. These are taught in horizontal groupings, subject to availability of staff. Other subjects are modified to meet the needs of the children on St. Helena.

Nursery & Reception Curriculum (EYFS)

The Early Years Foundation Stage (EYFS) framework covers seven areas of learning and development split into three Prime Areas (Communication & Language / Physical Development / Personal, Social & Emotional Development) that are crucial for building skills, and four Specific Areas (Literacy, Mathematics, Understanding the World, Expressive Arts & Design) that strengthen learning in the prime areas. These interconnected areas guide how young children learn, play, and develop. Specific areas which are strengthened by prime areas include literacy, mathematics, understanding the world as well as expressive arts and design.

Year 1 and Year 2 Curriculum (Key Stage 1)

The Key stage 1 curriculum consists of: English, Maths, Science, Geography, History, Music, Art, Religious Education (RE), Information and Communication Technology (ICT), Circuit, Personal, Social, Health and Citizenship Education (PSHCE) and Physical Education.

PSHCE is taught to all pupils. Provision is made for pupils (at the request of the parents) to be exempted from any particular topic that may be of a sensitive/personal nature.

RE is a compulsory subject. Exemption from RE lessons will have to be requested in writing to the Headteacher.

PE / games practises may take place at SHSS for pupils as the need arises. Children in KS1, undertake swimming lessons throughout the school year (weather permitting). If for any reason, your child needs to be excused, the Class Teacher needs to be informed by the parent.

Subject	Time Allocation (in hours)
English	5 - 7.5
Maths	5
Science	1.30
ICT	0.45
PE/Games	2
Drama	0.45
History	0.45
Geography	0.45

PSHCE	0.30
Art and Design	1
Design and Technology	1
Music	0.30
RE	0.30
Total time	22 hours

Inclusion

All children at St Paul's Primary School are entitled to a fully inclusive education. We work in tandem with the Inclusion Service to ensure that all children with special educational needs (SEND) are identified at the earliest opportunity and appropriate action taken to support their learning.

Educational Visits

Children often make visits outside the school to enhance and extend work done in the classroom. Visits are planned under the direction of the staff concerned. Parents will be notified of each visit through your Curriculum Letter and the school welcomes any voluntary help or assistance from parents and interested adults for accompanying classes on these visits.

All pupils will be issued with a 'Curriculum Coverage Letter' at the start of each half term that indicates lesson coverage for the half term and any related educational visits, in connection with the lesson. Permission given for the whole year needs to be indicated on the Admission Form that is sent out at the beginning of each school year. You may also indicate on this form any particular places where your child is to be exempted. The school can also be contacted throughout the year should you have any concerns or objections relating to the 'Curriculum Coverage Letter' or planned excursions, when more detail is given.

It is school policy that children wear their school colours ie yellow school shirts on any school excursions/visits.

Assemblies, Shows and Events

Assemblies play an important role in reinforcing the school's ethos. The school holds a weekly assembly, each with a different purpose, theme or focus. Religious assemblies are done when a member of the clergy is available. Celebration assemblies are conducted once every three weeks, to celebrate effort and achievement.

Our annual Harvest and Christmas Productions allow our children to develop and showcase their skills in the performing arts.

In addition, the students compete in an annual Athletics, Gala and Netball/Football or Rounders/Cricket Competitions. This usually happens in Term 2 and 3.

Homework

All pupils have a homework diary in which homework details and the date by which it is to be completed are recorded. At the end of each week parents should sign the diary to inform teachers that they have seen the child's homework. We would like to encourage parents to monitor and sign the diaries and to make any necessary comments. It may also be used as a home-to-school book that provides liaison between parents and the school. Pupils are encouraged to also include personal/notes/dates/reminders etc.

Reading

Children are expected to take their reading book/s home every night. Since we place special emphasis on the reading habit, it would be appreciated if parents would ensure that some reading is done after school hours. To encourage reading at home, we have a 'Reading Champions' initiative whereby all pupils are encouraged to read at home for four or more times per week and if they do so will receive a merit point. At the end of the year all of the points are counted and those pupils who gain the most points will receive a 'Reading Champion' trophy. The trophy is named in honour of a well-loved teacher of Harford Primary School, Mrs Ethel Benjamin, who has sadly passed. Mrs Benjamin was passionate about teaching, especially the teaching of Literacy. Children are issued with a Reading Record that is carried between home and school with them. Parents should add comments in their book and sign to show they have heard their child read. Teachers will also add comments to this record.

Books

Please ensure that any books that children are allowed to take home are returned at the appropriate time (check Home to School books). All reading folders must be brought to school each day. Children may also borrow books from the library. All books that are borrowed must be returned on time. Please ensure that all books are handled with care.

As you are aware, we have invested a lot of money in buying new books for our school library. It is our policy therefore, that if a child loses a book then it must be paid for. Children found continuously mistreating the library books could be stopped from borrowing them.

Reporting

School Reports

A half yearly report will be written to indicate progress against targets and to assess how well your child has settled thus far. This will be in the form of a parental consultation where parents/guardians will be able to discuss your child's progress on a one-to-one basis with the class teacher. At the end of the school year, an annual report will be written on your child's progress and achievements over the course of the year. Parents are invited to come to the school to discuss the reports with the class teacher at a day and time convenient to both teacher and parent if required. A copy of the report is issued to parents. However, at any time, parents are welcome to raise questions concerning their child's education or general wellbeing with either with the Class Teacher or the Headteacher. We ask only that you give us prior notice.

Parent Interviews/Curriculum Evenings/Workshops

These are held as necessary throughout the year. We encourage all parents to attend these to support the work of the school and your child's learning.

Open Days - These are held once per year whereby parents and interested persons are invited to view the school in action and to view individual children's work.

Pupil Profile - Record and Assessment

Every child has a profile. This profile is passed on every year to the child's next class teacher and when being transferred from one school to the next. The profile contains relevant information for the teachers and school concerned. Various tests are administered throughout the year to monitor pupil's progress and attainment. However, we are in the process of digitalising the majority of pupil information.

Behaviour

Children at St Paul's Primary School are expected to conform to certain standards of behaviour. They are encouraged to show respect for others and to respect the rights of others. We would like to look at our school as a caring community where the children can learn to work and play together in a harmonious and happy atmosphere. We follow the Primary Positive Behaviour Policy and a Primary Anti-Bullying Policy; these policies can be requested from the school.

Should a child's behaviour become a cause for concern, then parents will be contacted and consulted so that we can together decide upon an appropriate course of action.

Corporal punishment is not administered.

The school operates a point system which rewards effort and achievement in all aspects of school life. Thirty points are rewarded with a Certificate of Merit, sixty points a Certificate of Excellence and one hundred points a Distinction Certificate and small trophy. Teachers use their discretion and will implement, if other reward systems are needed in their classes.

Security

Visitor

All visitors to the school should sign in at the office and receive a visitor's pass. If parents have pre-arranged to come to their child's classroom during the school day, or need to come into the building at any time, they are also asked to sign in at the office and collect their visitor's pass.

Confidentiality

All staff are required to adhere to Confidentiality and Data Protection procedures, therefore, staff will only share relevant information pertaining to your child when it is appropriate to do so.

Policies

Schools are required to adhere to SHG and Portfolio statutory policies and Ordinances. Should you require further information on these please contact the school.

Communication with Parents

We believe positive, friendly, communication with parents is an essential part of a happy school home relationship. The school communicates with parents via:

- Back to School Evening - This provides an opportunity to meet the team, learn about the year ahead and ask questions.
- Day-to-day communication – The 'Home-to-School Book', a telephone call or email can be used to communicate with your class teacher daily. Where necessary, meetings should be arranged at a mutually convenient time.
- Curriculum Letters- All class teachers send home a curriculum letter each half term providing information on the forthcoming topic, key dates for the term, any changes to routines and, where necessary, reminders with regard to points made in the Back to school evening.
- Headteacher's Newsletter - The Headteacher's newsletter goes out to parents every half term.
- Social Media - The school uses Facebook to share good news about our school. We will never use the children's full names. If you do not wish your child to be included in photos/videos on school social media sites, please make that clear when you fill in the 'Pupil Admission Form'.
- Parent Consultation Meetings - Parent consultation meetings are held during mid-year. Consultations last 10 minutes and provide an opportunity to share important information.
- Parent Interviews / Curriculum Evenings / Workshops - These are held as necessary throughout the year. We encourage all parents to attend these to support the work of the school and your child's learning.
- Open Days - These are held once per year whereby parents and interested persons are invited to view the school in action and to view individual children's work.

School Community

Parent Teachers' Association (PTA) - All parents of children in this school are automatically members of the Parent Teachers' Association. We have a committee that is elected each year at the Annual General Meeting. We meet half termly to discuss aspects of educational value and fund-raising activities. The committee is always delighted to receive offers of help from parents for the various functions throughout the year.

Health and Safety

Hygiene checks

The School Nurse visits from time to time to conduct hygiene and medical checks. The Dental Department makes dental checks and children's teeth requiring attention are dealt with accordingly. In order to safeguard the health of teeth, we discourage children from eating sweets or having fizzy drinks between 9.00am and 3.00pm. Chewing gum is not allowed.

Medication

As per our Medicine Policy if a child is required to take any form of medication during school time, this will only be administered with parent's permission. Parents should inform the class teacher accordingly and children should hand medicines to the class teacher on immediate arrival at the school, with instructions on the medical form provided.

Injections are administered to children at various times. Parents will receive the appropriate forms from the Health Directorate to gain permission for the injections to be administered.

It is important that the school is advised of any medical problems (also included on Admission Form). Relevant pupils will have a 'care plan' with input by the Inclusion Team, School/Community Nurses, the school and parents.

Accidents in the playground

First aid is administered as and when it is required. All staff can administer the most basic first aid. All minor accidents requiring first aid will be recorded in the accident book, which is kept in the School Office and parents will be notified via their child's 'Home-to-School Book'.

However, for more serious accidents, the school will contact the hospital for advice on how to proceed. In addition, parents will be informed and could be asked to take their child to the hospital.

Should an accident occur and we are unable to contact either parent or another named person, then, unless we are instructed in writing to the contrary, the teacher will take appropriate action. Please make sure each September when we request an update of our emergency contacts that you return the relevant admission form as quickly as possible.

Fire Drills

Fire drills are conducted on a half termly basis and an inspection carried out by the Fire Department from time to time. The school has a Fire Drill Policy

Safeguarding and Child Protection

All schools are required to adhere to the Safeguarding policy. Should a child protection issue arise all staff are required to follow the procedures in accordance with the Child Protection Policy and Welfare of the Child Ordinance (WOCO).

In some cases this could mean liaising with the Police or Children Social Care without the consent of the parent as per Section 57 of WOCO.

St Paul's Primary School's Designated Safeguarding Lead

Mrs Carlean Crowie

St Paul's Primary School's Assistant Designated Safeguarding Lead

Miss Lisa Joshua

Conclusion

This document reflects the information available at the time of publication.

Although we cannot cover every aspect of school life in a booklet like this, we hope it has given you a helpful introduction to who we are and how we work.

Our central aim is to ensure that every child has the chance to reach their full potential within a nurturing and supportive environment. Achieving this depends on a strong partnership with parents and carers.

With this in mind, we kindly ask that parents:

- make sure their child attends school regularly and notify us promptly of any absence;
- participate in school events whenever possible;
- show interest in their child's learning and in school activities;
- support the school by adhering to our dress code;
- sign and return any letters or forms sent home;
- raise concerns directly with us first, giving us the opportunity to clarify or address the issue.

If you need to speak with your child's Class Teacher or the Head Teacher about a specific matter, please arrange an appointment through the School Secretary. Please note that unscheduled drop-ins may not always be possible to accommodate. This does not apply to parents collecting their child from school.