



“Hand in hand
we **learn** and
together we achieve”

Our Lady & St Edward's Catholic Primary School



Welcome

Our fundamental aim is the education of the whole child. This includes spiritual, moral, intellectual, emotional, social, physical and artistic development. We cater for each pupil's needs, encouraging each to develop their talents and so achieve their personal goals. This enables our children to make a positive contribution to their community and make the world a better place, according to the values embodied in the Gospel.

Children are encouraged to become confident, independent young people who are able to meet the ever changing demands of life in the 21st century. We believe that the development of the whole person is essential to education, so a varied programme of extra curricular activities and a strong emphasis on personal development serve to ensure that each child reaches their potential.



"Pupils have a genuine voice in the school + they are constantly encouraged to share their opinions." (OFSTED)



What matters most



Every child is different. Every child is important. Every child is unique.

We strive to meet the needs of every child, appreciating the gifts and talents that each brings to our school community.

We encourage every child to:

- **Value and celebrate their uniqueness**
- **Develop lively and enquiring minds**
- **Feel confident, secure and valued**
- **Respect other people, cultures, religions and races**
- **Explore and understand more about the world**
- **Learn essential skills for life**
- **Build strong friendships**

Our Lady and St Edward's strives to provide educational and life experiences which will enable individuals to achieve their potential in every aspect of their development.

When your child starts at Our Lady & St. Edward's Catholic Primary School it is the beginning of a partnership. This partnership involves parents/carers, children, school and the parish.

We welcome parents/carers as real partners in the education of your child. Your child is growing and learning in a world that is continuously changing. We all want children to be able to adapt to the changes that they will face and to be able to play a successful part in the world.



The school day at Our Lady and St Edward's Catholic Primary School:

F2 + KS1 Infants	8:55 a.m - 3:30 p.m
KS2 Junior	8:55 a.m - 3:35 p.m

Approximately 24 hours each week are spent on teaching.
An extra 2 hours per week are spent with the children engaged in extension and enrichment activities.

*"Our Lady and St Edward's is
an outstanding school" (OFSTED)*





Our Curriculum

Our School Curriculum is in line with the National Curriculum 2014. Our aim is to place our children at the centre of their own learning and place great emphasis on nurturing skills and attitudes such as resilience and co-operation.

Our teachers bring the Curriculum alive by making links between the specific subjects, skills and themes. Areas of study have included Carribean Carnival, Iconic Film Music, the Victorians, Our Local Area Over Time, Keeping Safe and appreciation of a range of artists.

'Pupils work well in teams, enjoy decision making and most have high aspirations. Their ability to use and apply the key skills of literacy, numeracy and information and communication technology (ICT) that would contribute to their future economic well-being is good.' (OFSTED)



R.E.

Religious Education is central to the life of the school. We follow the 'The Way, The Truth and The Life'. This is enhanced with topic celebrations, assemblies and class assemblies. Mass is celebrated in school and in church on special occasions and during Advent and Lent. Each day collective worship takes place in class with prayers and time for reflection. Children are invited to receive their first Sacraments in Year 3.

Parents/Carers have the right to withdraw their children from Religious Education and Collective Worship, but it is anticipated by the Governing Body that those specifically choosing Catholic education will wish to lend their support to maintaining both the full spiritual life of the school and those aims set out in its mission statement.

Sex Education/PHSE/Citizenship

The Governors have approved a policy which states that sex education will be provided as part of the school's Personal, Social and Health Education Programme of study. The PHSE programme is developmental, starting in Reception, in a cross-curricular approach, appropriate to the age and stage of development of each child. More specific teaching will take place in Years 5 and 6. Citizenship is important in today's society, with each child being able to grow in confidence and make a positive contribution to society.

Parents/Carers are the key figures in helping their children to cope with physical and emotional aspects of growing up. All teaching will be based on the child's level of understanding within the structure of loving relationships and the family as taught within the teachings of the Catholic Church.

Parents/Carers may withdraw their children from the sex education programme on written request to the Headteacher. A copy of the Sex Education Policy is available from school on request.

'Excellent care, guidance + support are enhanced by first rate partnerships with parents + carers and a host of agencies.' (OFSTED)

Curriculum

Children have access to the full range of subjects in the National Curriculum with emphasis being placed on Maths, English, RE, Science, Computing and the Arts.

'An excellent curriculum impacts positively on pupils' attainment, for example, by providing many relevant opportunities for pupils to produce extended pieces of writing in subjects such as history. The curriculum is enriched by an excellent range of educational visits and visitors.' (OFSTED)



Extra Curricular Activities

We offer an extensive range of extra curricular activities for all children in F2 to 6. Including:
Cricket, football, choir, athletics, cookery, sewing, multi-skills, rugby, recorder, art, puzzles and games, homework, cross country, i-pads and construction

Children perform plays and concerts during the school year. Theatre and cinema trips are organised when appropriate.

'Pupils participate enthusiastically in the many sporting activities that are available, often provided by the school's sports coach.

They make the most of, and thoroughly enjoy, the numerous opportunities they are given to join in sporting, social and artistic activities.'

(OFSTED)



Special Educational Needs (S.E.N.)

In accordance with legislation, we have a responsibility to plan and deliver a broad and balanced curriculum to all pupils, differentiated according to their individual needs. When teachers feel that children are not achieving their full potential. We provide learning support, teaching both within the classroom and by withdrawal into small groups or individually.

'Progress for those pupils with special education needs and/or disabilities is excellent. This is because the skilled interventions from teachers and support staff accurately meet individual pupils' needs.' (OFSTED)

Homework

All children are expected to do a reasonable amount of homework.

Homework is considered to be a natural extension of the curriculum and is set to extend and complement the work done in school. A copy of the homework policy is available in school on request. All children receive a homework timetable at the beginning of the school year to take home.





After School Club

The school runs an after school club each day until 5.45 p.m. The cost of the club includes a drink and a snack per child per session. If you would like an after school club place, please make arrangements through the school office.

Toast Club

The school runs a toast club each day from 8.00 a.m. The cost is 50p per child per day. The children are given toast and a drink. There is no need to book a place as this is run as an 'open' access club.

Holiday Club

We provide child care during the school holidays for pupils. Dates for holiday club are given for the whole academic year. Please contact the school office for further details and bookings if you wish your child to attend holiday club.



Assessment and Reporting

We strive to ensure that each child reaches his/her full potential. In order to achieve this we have comprehensive assessment arrangements. Teacher assessment takes place daily, with marking and discussion of work with individuals and groups of children. More formal assessment takes place through regular testing and monitoring of pieces of children's work. Each child has individual targets for Maths and English, which are set half termly following assessment meetings with key members of staff. At the end of the school year each parent/carer receives a full written report of their child's achievements and progress within the main areas of the curriculum. Children are formally assessed at the end of Key Stage 2 by SATs in English and Maths and by Teacher Assessment in Key Stage 1.

Pupil Records

Parents/Carers have a right to view their child's records and test scores. A comprehensive system of records is used to provide information about each child's progress in the main areas of the National Curriculum. Pupil's progress and attainment are shared with parents/carers during parents evenings.

Data Protection policy follows LA guidelines, contact school if you require further information.

Parents' /Carers' Evenings

There are termly Parent/Carer/Teacher Meetings throughout the year. These meetings are designed for the discussion of children's progress and the necessary steps for future developments. During the Summer Term parents/carers will receive a written report about their child. There will be an opportunity to discuss this report at the Parents/Carers Evening in the Summer Term.

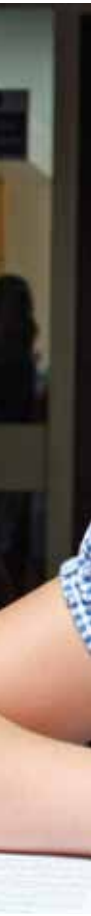
Parents/Carers are welcome to come into school at any time throughout the year, by prior appointment with their child's teacher, to discuss progress or any concerns they may have.



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Pupils show an **eagerness**
to learn and enjoy the positive
encouragement they receive” (OFSTED)





Pastoral Care & Support

A happy, family, atmosphere is encouraged in which the children learn to show respect to one another, towards all members of staff and to all visitors to the school. Equally they are expected to treat everything they use with care. There is a code of conduct, the basis of which the children have devised. This is central to the ethos of the school and forms part of the Behaviour Policy. The children are given many opportunities to accept responsibility and contribute to the life and work of the school.

Good work and good behaviour are emphasised. Parents/Carers are informed if a child's behaviour causes concern. The positive side of discipline is stressed in an atmosphere of co-operation between children, teachers and parents/carers.

Good links between home and school are essential for the development and welfare of each child. In a primary school the first responsibility for pastoral care is with the class teacher, because s/he knows the pupils very well. If a child is having personal difficulties the teacher will try to help the child to find a solution. More serious problems involve the guidance of the Deputy Headteacher or Headteacher.

'The school's work has some outstanding features. These include pupils' positive attitudes to learning and their exemplary behaviour. They are ready to share their good understanding of the importance of leading a healthy lifestyle and they say they feel extremely safe. Excellent care, guidance and support are enhanced by first-rate partnerships with parents and carers and a host of agencies.' (OFSTED)

Uniform and Appearance



Attendance/Punctuality

Good attendance and punctuality are essential to the progress of each child and parents are encouraged to ensure that their children do not stay away from school without good reason. Parents/ Carers should telephone school on the morning of the absence and this should be followed up with a letter on the child's return to school.

Our School Attendance Officer is responsible for monitoring attendance and punctuality throughout the school. She supports parents/carers and children who are experiencing difficulties regarding punctuality and attendance.

Please come into school if you need advice or help regarding this area. Leave of absence during term time may only be authorised in exceptional circumstances. Please contact the school office for further information.

Any holidays taken without approval and any absences not explained by letter or telephone call will be marked in the register as unauthorised.

In Our Lady and St. Edward's, we encourage our children to have a high standard of personal appearance. We have a school uniform, which we expect all our children to wear.

In order to maintain the high standard we ask for parental co-operation in ensuring that children attend school in full uniform and with conventional styles in personal appearance e.g. style and colour of hair.

For safety reasons, jewellery is not permitted in school. Where ears are pierced, only small sleepers or studs may be worn. These will be worn at the child's own risk. The school policy on uniform and personal appearance has the benefit of making all children equal in appearance, encourages them to take a pride in their own appearance and in belonging to our school.

Personal Property

Children should not bring toys, games, stickers and valuable personal possessions into school, as they often get lost or damaged. The school cannot guarantee their safe keeping nor be held responsible for any loss or damage.

Charging Policy

The Governors of Our Lady and St. Edward's Catholic Primary School have adopted the LA's charging policy. A copy is available in school on request. All activities (educational visits, visiting theatre groups, speakers etc) will be free.

Parents/Carers will be asked to make a donation to cover the costs of the activity. Such activities are subsidised by school. If such donations fail to cover much of the cost than the activity may well have to be cancelled.



Medicines Policy

Medicines brought into school must be handed directly to the school office to be kept in a safe place in the office. All medicines must be fully labelled, with the child's name, dosage and date. Please see the Medicines Policy for further details.

If Your Child is ill

If a child becomes unwell in school, parent/carer will be contacted by telephone so that he/she can be collected. Please supply school with emergency telephone numbers of friends, family members etc who could be contacted if you are unavailable.

Medical Appointments

Children who have dental/medical appointments in school hours should be collected by a parent/carer. Parents/Carers must inform school of any appointments to ensure that all appropriate procedures are followed in line with Local Authority guidance.

Medical Information

It is most important that teachers know of any special medical factors that affect your child e.g. asthma, eczema, glasses, allergies etc.

School Nurse

The School Nurse visits school on a weekly basis. Parents/Carers can book appointments to see her. The School Nurse is always available for advice on health matters.

Dental, sight and hearing checks are also made in school.





Appointments, Complaints (including complaints about the curriculum)

Most complaints are settled quickly and informally, at school level. The complaints procedure exists for those parents/carers who also wish to pursue a complaint through more formal channels.

In accordance with Section 23 of the 1988 Education Reform Act the Governors of the school and the LA have adopted a procedure to deal with complaints about the curriculum. A copy of the complaints procedure is available from school or directly from the Education Department, public libraries and public information offices.

Parents/Carers wishing to see the Headteacher or one of the teachers

usually do so after school. Appointments should be made by letter or telephone. Matters of a serious nature should be addressed to the Headteacher and subsequently by letter to the Chair of Governors.

Equal Opportunities

The school provides equal opportunities for all staff and children. The school has an equal opportunities policy, which has been approved by the Governing Body. Parents/Carers are welcome to view this policy in school.

Children are encouraged to play a full role in the life of the school regardless of ability, race, age or gender. We encourage boys and girls to represent our school in sports.

'The exceptional focus on providing equal opportunities allows all pupils to develop their individual strengths.' (OFSTED)



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