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September 2009

Dear Parent / Guardian,

### **Headteacher's Introduction**

Welcome to St. John's Cathedral Catholic Primary School. Choosing a school for your child can be among one of the most difficult and far reaching decisions which you face as parents.

We are committed to offering the best standard of education for each individual pupil, with full and equal opportunities for intellectual, social, physical, moral and spiritual growth. We aim to respond to every child's changing needs, equipping children with the skills to meet the demands and needs of a changing society, whilst encouraging and developing the partnership between home, school and parish.

I do hope that this booklet offers some insight into our school.

If you have any further queries or you would like to visit the school, please do not hesitate to contact either the school office or myself.

Yours sincerely,

C.M. Hobbs  
Headteacher

**ST. JOHN'S CATHEDRAL CATHOLIC PRIMARY SCHOOL (WITH NURSERY)**

**Cottage View, Off Arundel Street, Landport, Portsmouth, PO1 1PX**

**Telephone – 023 92821055**

**Fax - 023 92815065**

**E-mail – [admin@stjohnscathedralschool.org.uk](mailto:admin@stjohnscathedralschool.org.uk)**

**Website: [stjohnscathedralschool.org.uk](http://stjohnscathedralschool.org.uk)**

**GENERAL INFORMATION**

St. John's is a Voluntary Aided, Catholic Mixed Primary School, with its own Nursery Unit.

The school is maintained by Portsmouth Local Education Authority and the Catholic Diocese of Portsmouth.

**SCHOOL HOURS**

Infant School	8.45 a.m. – 12.15 p.m.	1.25 p.m. - 3.30 p.m.
Junior School	8.45 a.m. - 12.30 p.m.	1.25 p.m. - 3.30 p.m.
Nursery	8.50 a.m. - 11.50 a.m.	12.40 p.m. - 3.40 p.m.

Director of Children, Schools and Family Services,  
Mr. J. Wooster,  
Portsmouth Local Education Authority  
Civic Offices  
Guildhall Square,  
Portsmouth PO1 2EA

Telephone No. 023 92841209

## MISSION STATEMENT

At St. John's Cathedral Catholic Primary School our mission is **to educate the whole child through the Gospel values of Christ.**

### AIMS

In order to carry out our Mission, we believe that we should aim to:

- Provide a happy secure caring and stimulating learning environment within a welcoming Christian Community.
- Create a Catholic community, encouraging an understanding of our faith through teaching and active prayer in the home, school and parish.
- Encourage the highest standards of academic excellence and behaviour.
- Encourage children to take responsibility for themselves and become independent learners.
- Educate and celebrate the whole child as an individual, preparing them spiritually, morally, physically, socially, intellectually and emotionally for their future lives.
- Provide a firm and consistent framework of discipline and encourage children to take responsibility for themselves.
- Actively involve parents in the education of their children.
- Encourage an awareness of and a respect for other faiths.
- Provide effective liaison with the local secondary school and ensure continuity of the children's education.
- Encourage children to do their personal best, enjoy their school experiences and build upon their successes.

*In the school's last OFSTED inspection it was said that "the ethos of the school is very caring, inclusive and highly focused on the individual".*

## MEMBERS OF STAFF

Headteacher	Miss Catherine Hobbs	RE
Deputy Headteacher	Mr. Colin Flanagan	Curriculum Development, Specific Needs
Nursery	Mrs. Nina Pearson Mrs. Gabriella Olie	History/Geography
Year R	Mrs. Alison Beaton	Foundation Stage / KS1 Manager & Development
Year 1	Mrs. Sally Cornborough Mrs. Claire Coyle	ICT
Year 2	Mrs. Laura Park	PHSE, PE
Year 3	Mrs. Vicky Titchener	Science
Year 4	Miss Melanie Lane	Key Stage 2 Manager / Maths / Music
Year 5	Miss Jennie Carter	MFL
Year 6	Miss Leanna Leach	Literacy
Nursery Nurse	Miss Nicola Adamson	
Administrative Officer	Mrs. Carole Wilson	
Administrative Assistant	Mrs. Christine Philip	
Caretaker	Mr. Mark Andrews	
Senior Lunchtime Supervisor	Mrs. Joan Hannaford	
Head of Kitchen	Mrs. Michelle Scotney	
Learning Support Assistants	Mrs. Sarah Curtis Mrs. Karen Gardner Mrs. Joan Hannaford Mrs. Vicky Mackenzie	Mrs. Theresa Tracey Mrs. Tish Vaughan Mrs. Louise Stokes Mrs. C. Churcher
Behaviour Support Worker	Miss Michelle Ward	
Family Link Worker	Mrs. Vicky Nash	
Early Years Assistant	Mrs. Vanessa Tolfree	
Support Teachers	Mrs. Liz Kern Mrs. Catherine Brentnall Mr. Patrick Nicholls Ms. Pip Rendle Ms. Emma Bannister Ms. Patricia Spodzieja	Art Peripatetic Woodwind Peripatetic Music Peripatetic Flute Peripatetic Music Peripatetic Violin

## GOVERNORS LIST

Liz Pescops 5 Meadow Edge Widley PO7 5AZ	023 92372251  07867521348 <a href="mailto:rnc@minstrell.freemove.co.uk">rnc@minstrell.freemove.co.uk</a>	Foundation Governor
Fr. S. Restori Bishop's House Edinburgh Road Portsmouth PO1 3HG	92826170  sresori@mac.com	Foundation Governor
Mrs. A. Dobeson		Parent Foundation Governor <a href="mailto:ana@dobeson.co.uk">ana@dobeson.co.uk</a>
Mr. L. Giordano 22 Heyshott Road Southsea PO4 8AX	92781517 Work 92703639 07914324795 <a href="mailto:luigi.giordano@ntlworld.com">luigi.giordano@ntlworld.com</a>	LEA Governor
Mrs. L. Da Costa 16 Drummond Road Landport Portsmouth PO1 4HP	92368286  Work 92625145 <a href="mailto:lornadacosta@btinternet.com">lornadacosta@btinternet.com</a>	Parent Foundation Governor
Mr. C. Flanagan	92821055 <a href="mailto:cflanagan@stjohnscathedralschool.org.uk">cflanagan@stjohnscathedralschool.org.uk</a>	Teacher Governor
Miss C. Hobbs	92821055 cmhobbs@stjohnscathedralschool.org.uk	Headteacher
Mrs. V. Mackenzie 44 Cardiff Road North End PO2 8BN	92361439 <a href="mailto:southhartinglad@googlemail.com">southhartinglad@googlemail.com</a>	Staff Governor
Mrs. L. Stokes 10 Farmside Gardens, Hilsea PO3 5HY	92668842 <a href="mailto:lstokes@stjohnscathedralschool.org.uk">lstokes@stjohnscathedralschool.org.uk</a>	Parent Foundation Governor
Mrs. C. Wilson	92821055 admin@stjohnscathedralschool.org.uk	Clerk
Mrs. T. Matthews <a href="mailto:juliantania@tiscali.co.uk">juliantania@tiscali.co.uk</a>	92751184	Parent Foundation Governor
Mr. D. Becker 16 Langford Road Portsmouth PO1 5RJ	92360406 <a href="mailto:denis.becker@gemalto.com">denis.becker@gemalto.com</a>	Parent Governor

## **Governors' Committees**

### **Admissions**

Fr. Steven, A. Dobeson, V. Mackenzie, T. Matthews

### **Curriculum**

A. Dobeson, C. Flanagan, E. Pescops, L. Da Costa, L. Stokes

### **Finance**

V. Mackenzie, L. Giordano, C. Flanagan

### **Personnel**

Fr. Steven, L. Giordano, E. Pescops, D. Becker

### **Publicity**

L. Stokes, A. Dobeson, L. Da Costa, C. Churcher

### **Headteacher's Performance Management**

L. Giordano, Fr. Steven

### **Appeals**

L. Giordano, D. Becker, L. Da Costa

**Numeracy Governor** – L. Da Costa

**Literacy Governor** – E. Pescops

**R.E. Governor** – S. Restori

**Specific Needs Governor** – A. Dobeson

**Foundation Stage Governor** – L. Stokes

**Training Liaison Governor** – V. Mackenzie

**Governor Forum Rep** – A. Dobeson, L. Stokes

**Safeguarding Governor** – E. Pescops

**Looked After Children Link Governor** – L. Stokes

**CIP Link Governor** – C. Flanagan

## **OFSTED INSPECTION**

The school had a school inspection by the Office for Standards in Education (Ofsted) in March 2008.

The inspection went well and was very positive for the school.

The details of the report are available to parents from the school office or on the OFSTED website.

The report states that the School's main strengths are that:

- The leadership shown by the Headteacher is very clear, determined and innovative.
- By the time pupils leave the school, they achieve very well in English, Mathematics, Science and ICT.
- The Nursery provides a good start for children.
- The caring Catholic ethos of the school is promoted very well.
- Staff expect high standards of conduct from all, and they lead by example.
- The quality of teaching is good.

### **Quality of Teaching**

The quality of teaching in the school is good overall and some excellent lessons were seen.

Time is used very effectively in all year groups.

The teaching attempts to meet the needs of all pupils both the able and those with SEN.

Lessons are interesting and fast paced.

### **Pupils**

Boys and girls willingly co-operate in a wide range of activities.

Pupils' spiritual, moral and social development is very good.

Pupils' behaviour is of a very good standard.

Pupils have a very good attitude to learning.

Relationships are very good among pupils and between pupils and staff.

**ADMISSIONS POLICY**  
**ST. JOHN'S CATHEDRAL CATHOLIC PRIMARY SCHOOL 2009-2010**

The School works alongside the Parish to assist families in the active faith development of children in the pastoral area of Portsmouth City served by the parishes of St. John's Cathedral, Corpus Christi with St. Joseph, Our Lady of Lourdes with St. Swithun and St. Colman with St. Paul. The Parish provides funding towards the provision and maintenance of the School and this is acknowledged and honoured by the Governing Body.

The Governors are responsible for upholding the Catholic ethos of the School and the provision of efficient education and use of resources and are responsible for determining the admission policy for the school.

Our school has an admission number of 30. This means we will admit up to this number of children to the Reception year group 2009/10. All reception children are admitted during the autumn term in the year in which they will be five.

**Should there be more applications than places available; Governors will admit children in the following category order:**

1. Baptised Catholic looked after children.
2. Baptised Catholic children.
3. Children of Catholic parents or grandparents who have been baptised into another Christian denomination but are now being brought up in the Catholic faith.
4. Other Looked after children.
5. Unbaptised children of Catholic parents.
6. Unbaptised children of Catholic grandparents.
7. Baptised children of other Christian denominations.
8. Unbaptised children of baptised parents from other Christian denominations.
9. Children from other faith traditions.
10. Any other applications.

**If the Governors have to decide between applications in any of the above categories priority will be given in the order of:**

- a) Weekly worshipping in any Catholic community within the City of Portsmouth
- b) At least monthly worshipping in any Catholic community within the City of Portsmouth
- c) Sometimes worshipping in any Catholic community within the City of Portsmouth.
- d) Siblings of children at the school at the intended time of entry.
- e) If the Governors have to decide between applications within any of the above categories distance will be used as provided by the Local Authority digital mapping software.

**N.B.** Children with a statement of special need who have St. John's named in the statement will be admitted to the school.

### **Evidence Required with the Completed Application Form**

Categories 1, 2, 3 and 7 – Child's baptismal certificate and supplementary form.

Categories 3, 5, 6 and 8 – Parents and/or Grandparents baptismal certificate and supplementary form.

Category 4 – Parents and/or Grandparents baptismal certificate and supplementary form indicating the attendance of the child at Sunday Mass every week.

Category 9 - Letter from the head of the family's religious community i.e. minister, imam, rabbi, etc.

### **Terminology**

**Looked after child** – a child who is under the care of the Local Authority.

**Sibling** - brothers and sisters (including stepchildren) within the same family unit who will still be attending the school at the point of admission.

**Baptised** - children or adults who have been baptised into a specific Christian denomination and can produce evidence of baptism.

**Christian denomination** – churches who are members of 'Churches Together in England'.

### **Procedures**

The Governors follow an equal preference policy for admissions printed in the LA Admissions Booklet. This means that should there be more applications than places available, all applications to this school will be considered on an equal preference basis against the category order set out above. The ranking of preferences given on the common application form will only be taken into account by the LA when more than one school can offer a place.

The LA admissions booklet contains all the details regarding where to get a form, where and when to return a completed form, late applications and date of notification of the offer of places from the LA.

The supplementary form must be completed by parents before it is taken to the priest, minister, etc. to be signed.

Applications for Year Groups other than Reception are completed and submitted to the school for consideration by the Governors, who will notify the parents of their decision as soon as is practical.

### **Waiting List**

In the event that a child is unsuccessful in being offered a place you may apply in writing for the child to be placed on the waiting list. When a space in a year group arises all applications on the waiting list for that year group are then re-considered in the light of the admissions criteria. The school contacts families annually to ascertain if they wish to remain on the waiting list.

### **Appeals**

Parents who are unsuccessful in gaining a place at the school have the right to appeal against the Governors' decision. Details of the procedure and appropriate form can be obtained from the Clerk to the Governors

c/o St. John's Cathedral Catholic Primary School.

# ST. JOHN'S CATHEDRAL CATHOLIC PRIMARY SCHOOL WITH NURSERY

## ADMISSIONS POLICY FOR NURSERY 2009/2010

**Admission arrangements** are based on Portsmouth City Education Authority Guidelines (a copy of which is available in the school office).

### **Admission Procedures**

1. Parents may put their child's name on the waiting list from their second birthday.
2. If a child is offered a place it will generally be to start in the Autumn term of the academic year in which the child will be four.
3. If vacancies arise during the year children on the waiting list will be allocated a place in accordance with the **admission priorities**.

### **Admission Priorities**

- a) There are 40 part-time places of which priority is given to:
  - (1) Catholic children.
  - (2) Children of a member of staff working at the school.
  - (3) Children with siblings already in the school.
  - (4) Children from other faiths who desire education in a Catholic environment.
  - (5) Other children living in the catchment area.
- b) If over subscribed priority will be given to:
  - (1) Children of staff.
  - (2) Birth order.
  - (3) Children of siblings.
  - (4) Distance from school.
- c) Where space allows children will generally start Nursery the term after their third birthday or the year in which they will be four.

**It must be noted that admission to Nursery does not guarantee a place in school.**

## STARTING SCHOOL

Children are admitted in September of the school year in which they become five years old. The school year starts on the 1st September and ends on 31st August. Children will start part-time initially (part-time is 5 sessions a week).

Parents will be notified of admission arrangements at meetings for new parents held in the Summer Term.

At St. John's we try to admit all pupils full time before the October half term break.

The Headteacher reserves the right to modify the above arrangements for individual children.

### The Next Stage

At the age of 11, our children usually transfer to St. Edmund's Catholic Comprehensive School which is the designated school for Catholic children in Portsmouth. Parents are requested to complete a secondary school application form when their child is in the last year at St. John's (Year 6).

The National Curriculum School Year Groups are as follows:

Age of pupil at end of school year August 31 <sup>st</sup>	Year Group	Age of pupil at end of school year August 31st	Year Group
5	Reception (R)	12	Year 7 (Y7)
6	Year 1 (Y1)	13	Year 8 (Y8)
7	Year 2 (Y2)	14	Year 9 (Y9)
8	Year 3 (Y3)	15	Year 10 (Y10)
9	Year 4 (Y4)	16	Year 11 (Y11)
10	Year 5 (Y5)	17	Year 12 (Y12)
11	Year 6 (Y6)	18	Year 13 (Y13)

A new entry child is part of YR whether their birthday is in the Autumn, Spring or Summer term of the current school year. Immediately after the summer holidays in September, all these children become Y1. School years run from September to August inclusively.

## UNIFORM

Children are expected to wear the basic school uniform which is as follows:

**Girls** Grey skirt or pinafore dress, grey uniform trousers. White polo shirt, royal blue school sweatshirt with or without logo, white/grey socks or tights. Blue and white gingham check dresses may be worn in summer. Trousers must be of an appropriate material i.e. not denim, cord or track suit, and of a tailored appearance. Skirts should be of a reasonable length. Sensible, low heel, black school shoes or black, navy blue or white sandals.

**Boys** Grey uniform trousers, short or long. Trousers must be of an appropriate material i.e. not denim, cord or track suit, and of a tailored appearance. White polo shirt, royal blue school sweatshirt with or without logo, grey socks, black shoes or black/navy blue sandals.

Royal blue sweatshirts and cardigans with an embroidered school logo are available from the school office at a cost of £7 to £10. White polo shirts with the school logo on are also available from the school office at a cost of £6.50.

**NB Trainers will not be permitted unless they are plain black.**

### P.E. Games

All children are expected to have a change of clothing for these activities **all clearly named** - navy blue shorts and light blue T-shirt. (T-shirts and shorts are available to buy from the school office at a cost of £4 and £3 respectively). Children will need trainers for outdoor activities.

P.E. clothing should be in a **named** drawstring bag to be hung up in the cloakroom. These can be purchased from the school office (£2 for infants, £3.50 for juniors).

For safety reasons no bracelets, necklaces or fashion jewellery should be worn. **Only stud** earrings will be permitted which must be removed for P.E. Long hair should be securely tied back.

Parents of children not wearing correct uniform should contact the school to offer an explanation.

### School Book Bags

Blue book bags (£3.50) or blue back packs (£6.50) both with the school logo on are available from the school office.

### School Baseball Caps

School baseball caps with the school logo on are available from the school office and cost £2.50.

### Hair

Children are expected to have smart sensible haircuts. Dyed hair, shaved heads or inappropriate haircuts are not permitted. Girls should use small plain blue hair accessories to tie up their hair. Nit combs are available from the school office and cost £6.

## SCHOOL REQUIREMENTS

These are kept to a minimum and are made for the well being and smooth running of the school. Your co-operation in seeing that they are carried out will be very much appreciated.

1. All Infant and Junior school children are to enter the playground through the gate in Glidden close or via the pedestrian entrance at the main gate. They are to be **in the school playground at 8.45 a.m.** when a whistle is blown. We cannot accept responsibility for children arriving at school before 8.35 a.m. and would ask that your child does not arrive before this time. We ask that you collect your child **promptly at 3.30 p.m.** and we cannot accept responsibility for a child after 3.40 p.m.
2. As a safety measure it is necessary for children to be collected and signed out for all off-site appointments.
3. Children are not permitted to bring toys, bicycles or pets to school without permission.
4. Bicycles are only allowed in school for those pupils who have passed their cycling proficiency test.
5. In accordance with Portsmouth City Council guidelines the wearing of jewellery is not allowed with the exception of one pair of studs in pierced ears.
6. Pupils are on occasions asked to join our lunchtime club to complete homework or to reflect upon inappropriate behaviour. If it is deemed necessary to exclude a pupil from attendance at school, the pupil's parents will have the right to make representation to the Governing Body if they consider the exclusion to be unreasonable. Pupils may also be excluded from school for the duration of the lunchbreak if their behaviour becomes unacceptable. Parents may (on request) obtain a copy of the Procedure for Exclusion of Pupils from the School office.
7. When arrangements are made for pupils to leave the school site to participate in activities elsewhere (e.g. for an educational visit) the pupils' parents will normally be given, in advance, details of the proposed arrangements.
8. Homework is given in class, a timetable is issued in September by the teacher. All children from Reception class to Year 6 are expected to complete homework on time.
9. No dogs (except guide dogs) are allowed into the school grounds or buildings.

## ATTENDANCE AND LATENESS

In September 1991 new regulations came into force regarding school attendance and lateness and class registers must now show authorised and unauthorised absence. Staff will be looking very closely at attendance and schools must now take action to ensure that all children attend regularly.

Each week the registers will be examined, and parents whose children have a poor attendance or who are regularly late will be notified. Each year the school is required to publish figures of attendance. These are as follows:-

Authorised and unauthorised absence 2008/2009

The following figures relate to children of compulsory school age and for the period 3<sup>rd</sup> September 2008 – 22<sup>nd</sup> July 2009 - NOR – 210.

Percentage of sessions (half days) missed through authorised absence – 4.1%

Percentage of sessions (half days) missed through unauthorised absence – 0.1%

N.B. Pupils of compulsory school age if they have attained the age of five years before 1st September 2009.

There are of course genuine reasons for absence:

1. A child who is ill cannot attend.
2. **Emergency** medical/dental appointments for the child.
3. A day of religious observance.
4. Other reasons which the governors might consider justified.

It is very important that you notify the school if your child is absent for any of the above reasons so that the registers are correct. A telephone call on the first day of absence is the best and safest method, or a visit to the school office. This should be followed up by a **written note** on your child's return to school. In cases where unexplained absence or lateness becomes a problem the Education Welfare Officer will deal with it.

**Annual family holiday - up to 10 days can be authorised if it is absolutely necessary for a family holiday during term time. It is expected that most parents will plan holidays out of term time. Holiday forms are available from the Headteacher. The holiday must be discussed with the Headteacher prior to the holiday being booked.**

Regular attendance is essential for children's educational development. Please remember that every day in school counts towards your child's learning development and that lateness causes anxiety and confusion to a child who misses the teacher's instructions to the class.

The Government has signalled stiffer penalties for parents who fail to ensure regular and prompt attendance. By ensuring that your child attends consistently in school you can set up good habits for life, both for all stages of schooling and later for employment.

# **CURRICULUM**

## **AIMS**

To create a Community of Faith where we strive to recognise and express the relevance of the Faith to our daily lives and in so doing to integrate one with the other. A curriculum is followed which aims to meet the academic, spiritual, emotional and social needs of the children in our care. This curriculum embraces children of all abilities so that each may enjoy the fruits of a Christian Education. Due provision is made therein for children of all abilities to enable all involved in the educational process to lead a full Christian life. Through effective teaching we aim to foster a sense of belonging to the Christian Community in general and the parish community in particular.

## **METHODS AND CONTENT**

Sound teaching methods are employed which reflect the best of modern ideas together with a sense of care and respect for all involved in the learning situation. All children follow National Curriculum programmes in the core subjects of English, Mathematics, Science and Information Technology as well as Design Technology, History Geography, Art, Music and P.E. A School Policy on Assessment is in place which includes a system of reporting to parents. For parents of children at the end of Key Stage 1 (Year 2 pupils) and Key Stage 2 (Year 6 pupils) this will include a report on the assessment of their child's performance in the core subject areas of the National Curriculum as required by law. A national reading assessment at Year 4 is also undertaken by the pupils. Parents of all other children will also receive an annual report of their child's achievement in the National Curriculum subject areas.

## **RELIGIOUS EDUCATION**

Religious Education is also considered to be a core subject in a Catholic School.

The teaching of religion is based on the Directory of Religious Education supported by the published scheme 'God Matters' which is approved by the Bishop Crispian, but, being of the conviction that a full Christian life cannot be attained solely via religious lessons, all who are involved in the school, staff, priests, parents and children are encouraged through their example and through mutual trust, to demonstrate visibly that Christ is alive and with us constantly.

Parents may request, in writing, that their children receive religious instruction in accordance with the Local Authority's Agreed Syllabus and where practicable, appropriate arrangements will be made.

## **COLLECTIVE WORSHIP**

Each school day will have a period of collective worship unless circumstances are impracticable. Reflection and scripture are important parts of the collective worship held. Collective worship includes a Merit Certificate Assembly to highlight pupils' attitude to work, good behaviour and manners. Assemblies are held as a school and separately for the Junior (Key Stage 2) and Infant (Key Stage 1) children. Parents are entitled to withdraw their children from such acts if they request this in writing. It would be hoped that having chosen a Catholic education for your child you would want him/her to be a part of these valued opportunities to gather as a Community with Christ at its heart.

## **SEX EDUCATION**

At Key Stage 1 (4-7 years) sex education as such does not form part of our set curriculum. However, all children's questions will be answered in a natural, appropriate and honest manner.

The children in Key Stage 2 (8-11 years) have sex education lessons according to the school's policy approved by Governors in July 2009. Before specific lessons, parents are informed of the content and have the opportunity to view the video used and have discussion with staff about it.

## **SPECIAL EDUCATIONAL NEEDS (SEN)**

The school's SEN Policy was approved by Governors in October 2009 and it states the following:-

### **RATIONALE**

We aim to recognise each child as an individual with potential and gifts which must be developed through realistic expectations

#### **Purposes**

- To provide a secure, Christian environment in which the child feels confident.
- To treat each child with dignity and encourage a sense of independence in their academic and social attitudes.
- To give each child equal opportunity and access to a broad, balanced and suitably differentiated National Curriculum.
- To involve parents at all stages in their child's progress and ensure that we, as teachers, are available as guides and consultants for them.
- To monitor and review each child's progress.

### **GUIDELINES**

#### **The National Curriculum**

All children are entitled to a broad, balanced and suitably differentiated curriculum unless disappplied. St John's School is committed to providing such a curriculum by differentiation in all subjects.

The Policy will be implemented through:

- providing support for pupils and their teachers by, for example as small a class size as possible, LSAs and specific resources.
- involving parents in their child's education plan.
- enabling access to the National Curriculum at the appropriate level for the child.

- implementing the four-stage model of assessment.
- planning, implementing, monitoring, evaluating and reviewing action plans for pupils and teachers, using individual education plans.
- using external agencies to add to the school's identification and assessment arrangements.

If parents would like further information please contact the school office for an appointment with the Headteacher or the Specific Needs Co-ordinator.

## **CURRICULUM IN GENERAL**

The Curriculum is offered to children through a topic based approach within the National Curriculum requirements.

English and Mathematics are approached using several published schemes. In reading, we endeavour to give depth and meaning to the written word to encourage children to develop a love of books both for study and literature. Emphasis is laid on the acquisition of the skills of language and communication closely associated with the teaching of reading. Fluency in both the written and spoken word is sought. In Mathematics likewise, we concentrate on the skills of mathematical computation through a combination of both 'practical' and 'formal' methodology using the best of several published schemes. The school has introduced the Government initiatives for the National Literacy and Numeracy strategies. This involves at least an hour of specific English and Mathematics work each day.

Science, Geography, History and Technology are incorporated through a topic based approach. We encourage the use of our computer resources as teaching/learning aids across the full curriculum.

Classroom Study is supplemented by visits to places of interest in the locality and further afield where appropriate, and full use is made of television and radio broadcasts.

Art, Design & Technology play an important role in school life and children are encouraged to explore and develop their artistic and creative talents through many different media.

Physical Education is an essential part of a child's schooling. A wide range of sporting activities are encouraged and children will use a variety of large and small apparatus from the age of 5 and encouraged to participate in after school activities as appropriate. At present there are netball, football and hockey teams for Years 5 and 6 pupils.

Children who have special educational needs are catered for as far as possible within the classroom situation. Where outside agencies are needed to be involved, parents will always be consulted. Where possible, extra help on a one to one basis is provided and again, parents will always be notified.

### **Broader Curriculum Afternoon**

As part of a Government requirement for all teachers to have planning and preparation time we offer additional activities one afternoon a week led by specialist teachers/coaches.

Activities this year include sport, dance, drama, music and art.

## **RECORD OF ACHIEVEMENT**

A School's record of achievement includes the progress made in the National Curriculum and assessment of work throughout the year. Examples of work for particular standards reached are kept in an individual pupil record of achievement file.

Teachers continuously assess pupils' progress and the national test assessments in Year 2 and Year 6 give a child's individual attainment and their overall results against all pupils of the year being tested. All pupils in Years 3-5 undertake optional national assessment tests.

## TEST RESULTS

The following figures, expressed as percentages show the results of tests undertaken by the Year 2 (7 year old children) and the Year 6 (11 year old children). In 2009 the tests were set externally and were carried out nationwide.

### Key Stage 1 2009 Statutory Assessment Results Year 2 (7 year olds)

#### TEACHER ASSSMENT: Percentage at each level

	W	1	2	3	4+	Dis	Abs
Speaking & Listening	0	3	80	17	0	0	0
Reading	0	7	73	20	0	0	0
Writing	0	10	87	3	0	0	0
Mathematics	0	0	93	7	0	0	0
Science	0	0	87	13	0	0	0

**Key:** W = Working towards level 1, Dis = Disapplied, ABS = Absent.

Level 2 is the expected national standard for the majority of 7 year olds. Some children achieve a higher result which is Level 3.

### Key Stage 2 2009 Statutory Assessment Results Year 6 (11 year olds)

#### TEACHER ASSSMENT: Percentage at each level

	W	1	2	3	4	5
English	0	0	0	3	62	34
Mathematics	0	0	0	3	48	48
Science	0	0	0	3	52	45

#### TASK AND TEST RESULTS: Percentage at each level

		Below Level 3*	3	4	5
English	School	0	0	79	21
	National	6	13	51	30
Reading	School	0	0	41	59
	National	6	6	38	49
Writing	School	0	21	66	14
	National	6	26	48	20
Mathematics	School	0	3	31	66
	National	5	15	47	31
Science	School	0	0	31	69
	National	2	8	44	44

\* represents pupils who were not entered for the tests because they were working below level 3 in English, mathematics or science.

Level 4 is the expected national standard for the majority of 11 year olds. Some children achieve a higher result which is Level 5.

## **PARENTAL ACCESS TO RECORDS**

Portsmouth schools keep careful records of the development and progress of each of their pupils. Teachers need to record each child's progress so that they can provide continuity with new pupils and have records which show how each child is developing.

It is also important that the school has the facts concerning the child so that we can better support your child's needs e.g. name, address parents/prime carer details, contact numbers, etc.

Portsmouth school records are 'confidential' to the school and to the child's parents/prime carers and are important in enabling teachers to communicate in a helpful and constructive way about how well a child is progressing.

Parents may, within the Freedom of Information, ask to read their child's school records, but it will probably be more helpful if progress is discussed in a general way with the child's teacher(s), when fuller explanations can be given than it is possible to record on official records. Parents may see their child's records by making an appointment at the office.

## **COMPLAINTS ON THE CURRICULUM AND COLLECTIVE WORSHIP**

This policy for dealing with complaints is agreed by the Local Education Authority and the Roman Catholic Diocese of Portsmouth.

### **General Principles**

- All complaints will be dealt with as quickly and efficiently as possible.
- Urgent complaints will be identified as such and given priority.
- All complaints will be investigated fully, fairly and carefully.
- There are three levels at which a complaint may be considered: the informal level with Headteacher or appropriate staff; a formal complaint to the Governors; a formal complaint to the Local Education Authority.

### **Informal Level**

It is anticipated that the majority of complaints will be resolved at this level in discussion with the Headteacher and/or other appropriate staff. The complaints process should always start here and involve a full discussion of the issue.

### **Formal Complaint to the Governors**

If attempts to resolve the complaint informally have failed, the Headteacher will provide the complainant with full details of how to move to the next stage. At this stage, the complaint will be heard by a panel of three Governors. If the complaint is about Religious Education or Collective Worship, then the Governors will involve the Diocese in its arrangements.

## **Formal Complaint to the LA**

This formal stage will be used if either:

- the complainant is not satisfied with the outcome of their complaint to the Governors; or
- the complaint relates to something which is solely the responsibility of the LA.

## **Pupils who are withdrawn from Collective Worship**

Although we anticipate that all parents will require their children to participate fully in the Religious life of our school, including all acts of Collective Worship, the following statutory provisions still apply:

The school continues to be responsible for the supervision of any child withdrawn from collective worship. The school will need to discuss with parents:

- the elements of worship in which they would object to their child taking part
- the practical implications of withdrawal
- whether they will require any advance notice of any specific acts of worship

## **PARENTS**

We fully acknowledge the partnership aspect between school and home and accordingly, parents are encouraged to come into school at every opportunity. You will always be welcome to help with activities in school. If you feel you would like to help in any way please approach your child's teacher.

Newsletters are sent to parents on a regular basis to give information and details of school activities

## **Appointments/arrangements to see staff**

If you need to see your child's class teacher then please make an appointment outside of school hours. We are sure that you will appreciate that it is not possible for staff to discuss a child's progress while teaching.

If you wish to see either the Deputy or Headteacher then it is advisable to make an appointment although parents will be seen immediately wherever it is possible.

## **Open Evenings**

You will be invited at least twice a year to discuss your child's progress with his/her teacher. If the appointment is not convenient please inform the teacher and arrange a mutually agreeable time. Your child's work will be available for you to see. Your child's teacher will be available for a short interview. If you require more time to discuss your child's progress you will be able to make an appointment for another occasion.

## **After School Clubs**

At present there are netball, football, basketball, hockey, cookery, dance and gardening club for Key Stage 2 children. Spanish and sports clubs are available for Key Stage 1 children. Details of after school activities may be obtained from your child's class teacher.

Before a child attends such an activity a signed letter of consent must be returned. If the child cannot attend it is the parent's responsibility to inform the teacher concerned. Any younger children normally taken home by the child must be collected by someone else as the school cannot be responsible for them, on the premises, unsupervised.

A choir is formed for various performances throughout the year

Key Stage 1 and 2 children from our school also have the opportunity to participate in Pompey Stars and Pompey Rockets on a Saturday morning. Our school is used as a venue for at least one term each year.

## **Car Parking**

Car parking provision is extremely limited in the immediate vicinity of the school. The only significant area available is the Bridge Centre car park.

**Car parking in front of the school is for staff and for other authorised visitors only.** Parents with special circumstances must apply for a permit to park in the school car park.

Parking on double yellow lines in Cottage View is dangerous for pedestrians and prevents access for emergency vehicles and taxis.

We request that car users be aware of children at all times.

## **Security**

All outside doors are locked while the children are in school. Access, apart from admission and dismissal times is through the main entrance, where all visitors should report to the office reception.

## **Smoking**

We request that you respect the fact that in common with most public buildings, smoking is not permitted on the school premises or in the school grounds. As well as the obvious fire hazard, I am sure you would agree that areas where children work and play should not be littered with cigarette ends which may be picked up and played with.

## **Accident Procedures**

If any child sustains an accident they will be carefully observed and particularly with bumps to the head given a letter to inform you of the incident. In the case of illness or serious accident you will be informed immediately. **Please ensure the school office has a contact number and this is kept up to date.**

## **Health and Safety**

There may be very rare occasions when because of staff absence and the lack of availability of supply staff health and safety procedures cannot be maintained.

In such an event, the school will always endeavour to ensure parents are fully informed of any disruption to normal arrangements.

## **SCHOOL MEALS**

### **School Meals**

Dining facilities are available for children who eat school dinners or bring packed lunches from home. There are Supervisory Assistants who supervise the children during the mid-day break. During this period the children are not permitted to leave the school unless they go home for lunch.

### **Free School Meals**

If you are receiving Income Support, Job Seekers Allowance, Employment Support Allowance, Support under Part VI of the Immigration and Asylum Act 1999 or Child Tax Credit your child may be entitled to free school meals. Forms and guidance notes are available from the school office. Parents are responsible for filling in the form, which must then be sent to Julie Sabiston, Entitlement Officer, Portsmouth City Council, Civic Offices, Guildhall Square, Portsmouth, PO1 2EA.

### **Dinner Money collection**

School dinner money is collected every **MONDAY** morning. Dinner money should be brought in an envelope/purse with the child's name and class written clearly on the front. Please ensure that all cheques are made out to Portsmouth City Council and have a cheque card number on the reverse side. The daily cost is currently £1.80 per day; £9.00 per week.

Children may have school dinner and packed lunches during a week. The office should be informed on a **MONDAY** and money sent in for **ALL** days of that week. The pattern of hot dinner and packed lunch **should not** change each week.

### **School Milk**

All children in Nursery and Year R are provided with free school milk until their 5<sup>th</sup> birthday.

### **Fruit Scheme**

Our school is part of an NHS initiative to provide fruit for children. All children in the Nursery and Infants receive a piece of fruit each day to eat at playtime.

## **SCHOOL MEDICALS**

Vision and hearing tests as well as dental inspections are held regularly in school. The inspections are carried out by the School Health Service.

The current allocated School Nurse is Claire Cullum Tel: 023 92612789.

Parents will always be invited to attend an examination, because much of the value lies in the opportunity for any problems being discussed.

The Headteacher and other appropriate members of the school should always be informed of the results of a medical examination in so far as they may in any way affect the child's school activities.

### **HEAD LICE**

No exclusion is necessary provided that treatment has been given: Responsibility for giving treatment lies with the parents. Special medicated lotions are effective although it is possible that excessive use may result in some lice becoming resistant. The lotions are available at chemists and also obtainable on prescription from some doctors. It is essential to treat a whole household rather than an individual child if nits or lice are found. It is extremely important to check your family's hair on a regular basis, at least twice a week. It is essential to thoroughly comb out nits/lice after treatment, using a 'nit comb' so re-infection is kept to a minimum. The use of regular hair conditioner lotion can help, if hair is combed through thoroughly with a 'nit comb' when it is on the hair.

If head lice are discovered in the morning it is expected that the children will be treated and returned by the afternoon session.

Children with long hair should have it tied back securely in a plait/pony tail and not leave it hanging free. The Headteacher is willing to advise further on request.

### **OTHER AGENCIES**

#### **Educational Psychological Service**

Our School Educational Psychologist is Louise Stevenson.

She is based at Battenburg Avenue Clinic, Portsmouth Tel: 92670464

#### **Educational Welfare Officer**

The EWO is called if there is a problem with absences and continual lateness.

Our Welfare Officer is Maxine Prior Tel: 92201118

## CHILD PROTECTION

All children have the right to be protected from abuse. St. John's School seeks to safeguard and promote the welfare of all its pupils and to comply with the Protection Procedures guidance issued by Portsmouth LEA and the DfEE circular 10/95 'Protecting Children from Abuse' - The Role of the Education Service.

In the interests of the well being of children the Headteacher may contact Social Services.

## MEDICINE PROCEDURES

### Basic principles:

- Legally, we are acting 'in loco parentis' while the child is in our care. This means that we must act as any reasonable person/parent would.
- If a child is unwell with diarrhoea or vomiting please do not send your child to school until the symptoms have cleared for 24 hours - this will help us avoid having the bug sweep through the class.
- Obviously conditions such as diabetes, asthma, epilepsy and cystic fibrosis would not be included.

### Guidelines:

- Where a child must take prescribed medicines parents must complete a consent form available at the school office.
- All medication must be clearly labelled with the instructions and the child's name.
- Medicines are kept in a safe place, generally it is held in the school medical room.
- Parents may come into school to administer the medication themselves.
- Details of the requirements are put on a form and kept in the medical room. This form is signed and dated each time medicine is given out.
- Medicine can only be given by authorised members of staff when there is a specific need i.e. medicine to be taken **four times a day** or **before a meal**. All medicines sent into school must be **clearly labelled** and **sent with a spoon** for the child to use.
- Children needing inhalers in school should have them clearly labelled. They will be readily available for the child's use. An adult will usually be present if an inhaler is being used but a child should be encouraged to be responsible in its use without supervision.

## **TRANSPORT - PRIMARY SCHOOLS**

Enquiries about eligibility for assistance with travel expenses to school should normally be directed to the Area Education Office. In general, however, parents may be eligible for free transport if the child attends the designated school and lives more than the following distance from the school measured by the nearest available walking routes:

1. For the period up to the academic year in which your child reached eight years of age: 1 and a half miles.
2. For the remainder of the period spent in this school: 2 miles.

If the school is not the designated school for your area but your child is attending a school on denominational grounds, travel expenses may be payable if all the following requirements are met:

1. It is the appropriate school for your parish.
2. You live further from the school than the distance specified in section 1 above.
3. The distance between home and school does not exceed six miles by the nearest available route.
4. The journey time between home and school (door to door) does not exceed 45 minutes.

### **Clothing**

If you are entitled to free school meals, assistance towards the purchase of school uniform is available. Eligible applications will receive a payment of £30 for children in Years R, 3 and 5 (no payments is made for children in other year groups). Applications for uniform assistance will be paid after eligibility checking which takes place in June. Cheques will be sent by post in time for you to purchase school uniform for the start of the September term. Parents may also apply to the Landport Trust for a grant.

### **Insurance**

The Portsmouth City Indemnity/Insurance policy is as follows:

#### **School Activities**

Whilst pupils are at school or engaged in approved activities off the premises, they are covered by the City Council's public liability arrangements in respect of any negligent acts committed by employees or volunteers.

#### **School Journeys**

The City Council maintains a 'blanket' insurance policy to cover all members of a school party on visits both abroad and in this country in respect of medical expenses, personal accident benefits, loss of personal property and money and public liability (including member to member liability).

## Conveyance in Private Hire Coaches

All members of a school party travelling in a private hire coach being used for school or college purposes are automatically covered under the coach operator's passenger liability insurance (motor insurance).

## CHARGING POLICY FOR SCHOOL ACTIVITIES

1. This Policy conforms to the terms of the current Education Reform Act and the general policies of Portsmouth City Council.
2. The current Education Act requires any activity taking place in school time to be free of charge. The school hours at St. John's are 8.45 a.m. – 12.15 p.m. (12.30 p.m. for Juniors) and 1.25 p.m. - 3.30 p.m. Lunch time does not form part of school hours.
3. Any activity of which more than **half** takes place in school is defined as taking place **wholly** in school time.
4. All activities taking place during school time will be free of charge and all necessary materials and books will be provided from school resources.
5. Parents remain responsible for providing suitable clothing for particular activities e.g. Physical Education.
6. Some activities which broaden the curriculum and make it more interesting for our children are expensive in materials. An example of this is the opportunity given to the children to do simple cookery, pottery, sewing, etc. Parents will be asked to contribute to the cost of the ingredients or materials used.
7. Sometimes, an activity may be bought in by the school, and parents will be asked for a voluntary contribution e.g. visiting authors or artists.
8. No child will be denied the chance of undertaking activities whether or not a contribution is made, but if insufficient contributions are forthcoming some activities may have to cease.
9. In the case of residential field trips these regulations are modified as follows, in accordance with section 5 of the Education Reform Act:
  - a) Tuition on these courses - no charge.
  - b) Cost of travel to and from the centres - no charge but a voluntary contribution may be invited.
  - c) Board and lodging during a residential course - a charge will be made.
10. Parents in receipt of Income Support or Family Credit may, on application to the Headteacher, have the board and lodging charge remitted by the Governors, provided the course takes place in school time, or is part of the National Curriculum.

11. From time to time, activities may be offered to pupils outside school time. If these activities form part of the National Curriculum, they will be free of charge but voluntary contributions may again be invited. No pupil will be denied access to school activities as a result of parental unwillingness or inability to contribute but in the event of insufficient funds being donated through voluntary contributions, the activity may well not be able to take place.
12. If the activity is outside the National Curriculum and mainly outside school time, it is defined as an **optional extra** and a charge can be made to cover the actual costs incurred.
13. If there are any further regulations issued by the DfES this policy will be reviewed.

### **PARENTS' GROUP**

Parents who are Governors have formed an active Parents' Group who help with many activities held in school or at the Cathedral. They organise several events, usually for fund-raising each year. Their activities are highly valued by us all but they do depend upon your support to make things work.

If you would like to help in any way, please contact the school office.

### **PARISH INVOLVEMENT**

Our school is a very important part of the community of St. John's Cathedral. Canon David Hopgood and Fr. Steven Restori are regular visitors in school. Whole school Masses are either held in school or at the Cathedral. Parents and parishoners are always welcome to attend.

A special liturgy for children is held every Sunday at the 10.00 a.m. and 12.00 p.m. Mass at the Cathedral. Children from the school take a leading role in the 12.00 p.m. Mass on the first Sunday of each month

A course is run by the parish in school during the day for any parents wishing to know more about becoming a Catholic.

The school supports the parish Baptismal and First Communion programmes.

Annual social events are held for the school and parish communities. These include Quiz Nights and Summer Fayres.

### **ADULT SUPPORT**

We welcome adult helpers in the school. They support staff in various ways, such as with reading, cooking, mathematics and English games. This help is valued and an asset to aiding children's learning.

If you have an hour or so to spare on a weekly/fortnightly basis, please contact your child's teacher or myself. We can use all the help that is offered.

## **CONCLUSION**

Finally, we would like to emphasise the importance of home and school working together to maximise on each child's development. Every pupil will be valued in their own right and with your co-operation and support we can all work towards giving an education that best suits your child.

Above all we want the children at St. John's to be happy, confident and well motivated so their education is positive and meets with success.