

The St. Teresa Catholic Primary School



School Prospectus
2017 - 2018

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The St. Teresa Primary School

Mission Statement

We are a Catholic family.

We value every individual in our community and help them to be the best that they can be.

Our homes, school and parish learn, play and pray together in the name of the Father, Son and Holy Spirit.

To achieve these aims the school will:

- * Create an environment where each individual is respected and valued.
- * Recognise the unique role and diversity of gifts which each individual contributes to our school life.
- * Maintain an environment where prayer is an integral part of daily life.
- * Equip the children with the basic tools of learning.
- * Strive to meet the needs of every child by providing a stimulating and differentiated curriculum.
- * Build upon and foster the children's understanding of the Catholic faith through participating in regular and relevant worship and celebration.
- * Deliver a progressive R.E. programme which will extend catechesis begun at home and in the parish.
- * Foster links between home and school by welcoming parental involvement and making home visits.
- * Contribute to the life of the parish by participating in the parish liturgies and special events.
- * Express our concern for the wider community and especially for those in need, through prayer and sacrifice.

School Ethos

The St. Teresa Catholic Primary School is a Voluntary Aided Roman Catholic School in the Diocese of Brentwood.

At St. Teresa's we aim to provide a framework within which our children can hear and respond to the Gospel of our Lord, Jesus Christ.

Prayer and worship form an integral part of each day. Our Religious Education Programme is based on the 'Come and See' RE scheme.

As a Catholic School, Gospel values are reflected in all that we do.

In caring for the children, we hope to foster in them a caring attitude towards others.

By showing them courtesy and respect, we hope to encourage them to be respectful and courteous to others.

Good manners, orderly behaviour and consideration for others are expected from all at all times.

Actions which offend others, such as bad language, racist remarks or aggressive behaviour are unacceptable in a Christian Community.

We live in a society blessed with a diversity of races and cultures. Respect for people of every race, colour and creed is essential if we are to follow Christ's teaching.



School Organisation

The school is a one form entry Primary School.

Priority for admission is given to practising Catholics who live in the parish of St. Thomas More.

We have a 26 place morning only Nursery. And generally, we accept 30 children into the Reception Class each year. Children are admitted in the September before their fifth birthday.

Each class is “mixed attainment”. This means that every class has pupils of varying abilities, aptitudes and personalities. Depending on availability of staff, one teacher is assigned to each class and, circumstances permitting, will be the class teacher for the year.

The children will normally stay together in the same class for seven years in school. However, sometimes there will be exceptions to this, depending on class size and other factors.



School Times

Nursery: 9.00 am start (**Doors are open from 8.50am – 9.00am for drop off**)

12.00 pm finish (**Doors are open from 11.50am – 12.00pm for collection**)

IT IS ESSENTIAL THAT YOUR CHILD IS PUNCTUAL FOR SCHOOL EACH MORNING AND THAT CHILDREN ARE COLLECTED PROMPTLY AT THE END OF THE DAY

Parents and the School

In order for your child to gain as much as possible from their time in school, it is important for parents to understand what the school is trying to achieve. Mutual co-operation between home and school will have great benefits for your child.

At the beginning of each school year, Consultation Evenings are held. This provides parents and teachers with the opportunity to speak in confidence about your child. During the spring term there is another Consultation Evening. Towards the end of the summer term there is an Open Evening when your child presents their work to you.

The informal atmosphere at the end of each day when your child is returned to you, presents opportunities for you to talk to the teachers. However, should you need to speak to your child's teacher in a more private setting, an early appointment can be arranged, usually before or after school.

If you have a message for your child's teacher at the beginning of the school day, please leave it **at the office**. Urgent messages will be passed on immediately. Of course, parents are always welcome to speak to the Headteacher about any concerns. An appointment is preferable but not essential. Before 9.00 am is often the best time and unless there are meetings after school, the Head is usually available between 3.15 - 5.00pm.

If you have any concerns about your child or about any aspect of school life, it is essential that you come and discuss them. Equally, if we are concerned about your child, be assured that we will contact you. Each teacher is responsible for the discipline within their own class. Should the behaviour of any pupil give *serious* cause for concern, the Headteacher will make an appointment to speak to the parents.

Curriculum

R.E. is at the heart of all learning.

All children are taught the National Curriculum core subjects - English, Maths, Science, I.C.T. The teaching of Religious Education is based upon the scheme recommended by the Diocese of Brentwood entitled 'Come and See'.

We teach the national curriculum maths scheme through the Collin's 'Busy Ant's' maths scheme. In addition, History, Geography, Art, Music, Technology, Modern Foreign Languages and Physical Education are taught. We adopted the 'International Primary Curriculum' in 2014 which provides a topic based approach to many of the 'foundation' subjects and helps us provide an engaging and rich curriculum for the children.

The Borough have a team of instrumental teachers allocated to schools. Each year there are a range of music lessons and opportunities provided during the school day. The Foundation Stage Curriculum in the Nursery is explained to parents during the Nursery Open Day and at the home visit. The Foundation Stage Curriculum in the Reception Class is explained to parents during the meeting for Reception parents held each July.

Each term the teachers provide parents with a 'Termly Curriculum Letter' which details the topics and themes for the coming term in each subject area.

Should you require any further information about the Curriculum, please speak to the Headteacher or look at our school website (www.st-teresa.co.uk)

Children with Special Educational Needs

As a school, we acknowledge that every child has the right to an education which meets their individual needs. Every endeavour is made from within the resources available to us to provide this.

You can assist us by giving us vital information about your child at the pre-school interview.

Children with special educational needs will be identified by their class teacher and brought to the attention of the Head.

When the need has been identified, the extra help required will be made from within the school's own resources. Most extra help is given within the normal classroom setting.

In addition, Nursery, Reception, Y1 and Y2 classes have either a Nursery assistant or Teaching Assistant working with them full time. In Key Stage 2 Teaching Assistants are allocated to classes based upon the needs of each group and intervention groups that are planned.

When necessary, help from the other agencies is requested, e.g. School's Psychological Service or the peripatetic service for the hearing impaired.

There are 2 stages for children with Special Educational Needs:

SEN Support:

These pupils have 'pupil passports' which detail the specific learning targets that will help them move forward in their learning. These are drawn up in conjunction with the pupils and parents and then a termly review meeting is held to keep you well informed about their progress.

Education Health Care Plan: These pupils have detailed individual plans to help address more complex learning needs through a range of school and external support. Regular reviews will be held with parents in addition to two consultation evenings and the end of year report in July.

National Curriculum Assessment and Testing

Key Stages

There are four Key Stages in your child's education and they will be assessed at the end of each one:

- Key Stage 1: ages 5 to 7
- Key Stage 2: ages 7 to 11
- Key Stage 3: ages 11 to 14
- Key Stage 4: ages 14 to 16

The National Curriculum provides targets for pupils in each subject which set out what the pupil should know, understand and be able to do. These are called attainment targets.

In class, the teacher will assess your child's work throughout each term and this is tracked carefully using our computerised assessment tracking system. You will be told each year how your child is getting on.

There will also be standard assessment tasks at the end of the Key Stage (Year 2 and Year 6). This will help compare standards across the country.

The Government have introduced a new system of assessments from 2016. There are no longer ‘levels’ and the children’s attainment and progress will be reported as a standardised score and a statement informing you where they are in their reading, writing and maths. These statements vary slightly for different subjects, but generally inform you if your child is:

‘Working towards the expected standard’

‘Working at the expected standard’

‘Working at greater depth / exceeding the expected standard’

Please try to recognise that your child is an individual, with his or her own unique gifts and talents. All children grow physically at their own rate. The same applies to intellectual growth. Your child will develop and acquire skills at their own rate. Learning is complex and there can be peaks and troughs along the way.

End of Key Stage 2 Results – 2017

Key Stage 2 Headlines (Nat = national result)

	% of pupils reaching the Expected Standard and higher	% of pupils reaching Expected Standard and higher in RWM Combined
English Reading	92% (71% nat.)	92% (61% nat.)
English Writing (TA)	100% (76% nat.)	
Mathematics	100% (75% nat.)	
Spelling, Punctuation and Grammar	100% (77% nat.)	

	% of pupils reaching the Higher Standard	% of pupils reaching the Higher Standard Combined
English Reading	27% (24% n)	23% (9% n)
English Writing (TA)	42% (18% n)	
Mathematics	42% (23% n)	
Spelling, Punctuation and Grammar	69% (31% n)	

Attendance and Absence

High attainment is rarely achieved without good attendance. With progressive English and Maths programmes in place, regular attendance is even more important. ***Each year the children are in school just 190 days out of 365, so it is vital that they attend as many of these 190 days as possible!*** There will, of course be times when your child is ill and needs to remain at home. This is perfectly acceptable and we always require a call to the office on the day of absence. If your child is absent for more than one day please provide a signed letter explaining the absence, which is kept in the attendance register.

In recognition of the importance of excellent attendance, the regulations on term time holidays were changed by the Government from September 2013, meaning that leave of absence for family holidays could no longer be granted. St Teresa’s observes these new rule changes and short term absences may

only be granted for exceptional circumstances. These events must be applied for in advance, using the schools 'Non-Holiday Absence Request Form' which can be obtained from the school office.

Each school must now publish information about rates of authorised and unauthorised absence.

If your child is absent from school for any reason we must receive written notification on their return or a telephone call to explain the absence. If we do not receive notification of an absence, then your child will be recorded as having an unauthorised absence.

Parents' Association

Many of the excellent resources in the school have been provided by the Parents' Association. Thousands of pounds have been spent on library books, reading books, computers, musical instruments and audio visual equipment. In the past they have contributed towards our computer suite and recently we have purchased an outdoor stage for the children, which has been funded by the PA. Please make every effort to attend the AGM during the autumn term.

We have many willing parents who help in school and without whom certain activities would not take place. Each year we need parents to help in school. We usually ask for volunteers or approach individual parents, depending on the task.

Charging and Remissions Policy

From 1st April 1989, the Educational Reform Act prohibited schools from charging parents for activities which takes place in school time, e.g. Educational Visits.

However, schools will be able to ask parents to make voluntary contributions towards Educational Visits with the stipulation that there must be no obligation to contribute and that no child should be omitted from the activity because parents were unable or unwilling to pay. However, I'm sure you will appreciate that if large numbers of parents were reluctant to support the activity, then it could not take place due to our inability to finance it from school fund.

At the beginning of the school year you will be asked to sign an indemnity clause authorising your child's participation in visits, swimming etc. Parents will only need to sign one form to cover all visits for that year, rather than a form for each individual visit.



Medicine in School

Children with asthma or children on long-term treatment may receive the required medication in school under the supervision of a member of staff.

Medications for asthma or long-term conditions should be clearly labelled with the child's name and handed in to the office for safe keeping.

When the children are prescribed antibiotics or similar medicine to be taken three times a day, this should be administered at home in the morning, straight after school and in the evening before bed time. However, parents may make arrangements to come into school at lunch time to administer medication.

Non-prescribed medicines, e.g. aspirin, cough syrup, etc. may not be administered to children by members of staff and must not be sent to school. Some medicines may have an adverse effect on other children and should never be sent to school with your child. Please speak to the school office if you have any questions.

Packed Lunches

Should your child become ill while in school and need to go home, we will contact parents immediately.

Please don't send glass bottles or ring-pull cans in packed lunches for safety reasons. We continue to ask that the following four items are not included in your child's lunchbox:

1. Sweets
2. Chocolate bars such as Mars Bars and Snickers (*a small cake with some chocolate or a small chocolate biscuit is allowed as the school dinner menu occasionally includes these items*)
3. Crisps
4. Fizzy drinks

There should be no nut products brought in for children's packed lunches due to the number of pupils we have in the school who have serious, potentially life threatening nut allergies.

Illness and Sickness

If your child suffers from vomiting or diarrhoea while at school, or at home we always ask that you allow a full 48 hour period after the last episode before returning to school to help avoid spreading infection or illness to other pupils or staff. (This policy is in line with Health Protection Agency guidelines)

Please ensure that we have two or three telephone numbers where you may be contacted in such an emergency and update us immediately if these change.

The Governing Body and Local Education Authority



The Governing Body

The School Governors are:-

Chair of Governors

Mr Terry McMahan

Foundation Governors

Mr R Bazun
Fr. John O'Brien
Mr K. Quinn
Mr W. Tandoh

Parent Governors

Mr A. Kamotho and Mr P. Macpherson

Teacher Governor

Miss J Shirley

Co-opted Governor

Mrs L Squibb

Headteacher Governor

Mr M Corcoran

Local Authority Governor

Vacant

The Governors meet at least once a term. There are elections for parent governor and teacher governor.

The Governors have financial responsibilities which need to be met. Every term they ask each family for £5 contribution towards the Governors' Fund.

The Local Education Authority

The London Borough of Barking and Dagenham,
Town Hall,
Barking,
Essex,
IG11 7LU
Tel: 020 8215 3000

School Clubs

These take place in lunch times or before and after school and are usually aimed at pupils from Year 2 to Year 6. Last year they included athletics, golf, football, music, I.C.T., drama, Irish dancing and art.

Not all clubs are open to every child, but everyone has the chance at some time during their school life to join one of the clubs and we keep registers of those who attend to ensure different groups of children have the opportunity to attend during their time at the school.

Of course, the existence of these activities depends on the current staff and their goodwill in devoting extra time to the children.

P.E. and Games

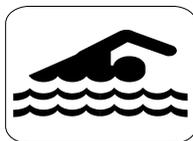
These are an essential part of school life for all children. For these activities the children need to be appropriately dressed.

P.E.

Boys and girls should wear a white top and navy shorts. Tops with the school logo are on sale at the school outfitters. Gymnastics are usually performed in bare feet but the children should have plimsolls, not trainers, for indoor games and other activities.

Games

For outdoor games a track suit may be worn over the P.E. kit in the winter months. Trainers may be worn for outdoor games but are not suitable for gymnastics and indoor games.



Swimming

The swimming programme is compulsory, unless there is a medical condition which prevents the child taking part. Currently our year 4, 5 and 6 children swim at the Becontree Leisure Centre for a number of weeks each through the academic year. We send a letter to each class before their swimming sessions begin providing further information. Boys and girls must wear a swimming hat. Boys should wear swimming trunks, not shorts. Girls should wear a one-piece swimsuit. The children have an initial assessment and are then taught in groups according to their ability. Our aim is that all pupils reach the required level for swimming (level 2) by the end of year 6.

School Uniform - Academic Year 2017-2018

All articles of clothing must be marked with your child's name.

All children wear school uniform which may be purchased from major department stores. Costs may vary, depending on where you purchase the items. Jumpers, cardigans and P.E. tops with the school logo may be purchased from Castle Green, (Jo Richardson School), Gale Street, Dagenham on telephone number 020 8724 1500. Opening hours 1.00pm to 5.00pm Tuesday, Wednesday and Thursday. The uniform consists of:-

Winter Uniform

Boys

Long or short Plain Grey Trousers
White Shirt
Bottle Green V-neck jumper
School tie
Grey or White socks
Black *Shoes*

(Please do not buy trainer type footwear. Your son should have smart, black school shoes)

Girls

Plain Grey ***Pleated*** Skirt or Pinafore dress
White shirt suitable for wearing with a tie
School tie (£1.50 - £1.80)
Bottle Green cardigan
Knee length white socks
Plain (not patterned) Bottle green or grey tights may be worn in winter
Black Shoes

(These should be flat shoes, preferably with a strap – see example below)



Summer Uniform for girls

Green check ***Dress*** (please note that it is a check ***dress*** and not striped) and shorter, ankle length white socks can be worn.

P.E

White Polo Shirt (logo), Navy Shorts & Black Plimsolls. White socks for girls.

Please also ensure that your child has a pair of trainers in their PE bag.

There will be times throughout the year (for football training and some after school clubs) that the children will be asked to bring in a tracksuit for some activities.

No jewellery is allowed. If you intend having your child's ears pierced, this should be done during the six weeks holiday, as they will not be able to wear any kind of earrings in school.

Hair: Hair should be tied back if it is long and please avoid any extreme hairstyles (including shaved patterns) and the excessive use of hair gel. **Any hair bands should be in keeping with the school colours – green, white, yellow or black. There should be no use of hard plastic, multi-coloured beads in the hair.**

Thank you for your continued support with our school uniform policy!

Homework Policy

Why Homework is Necessary

- Can help pupils to make quick progress in learning
- Can allow pupils to develop the routine of working on their own without the reminder of the teacher, other pupils or adults
- Can practise skills learned in the classroom
- Can involve parents and others in the pupils work
- Can allow pupils to use material and other sources of information not available in the classroom or school
- Can help pupils to work to deadlines
- Can give opportunities to pupils for long term research and other work
- Can experience and reinforce the method of study imperative to success at secondary school

How can parents help with Homework

1. Take a positive and active interest in your child's work.
2. Make sure suitable conditions are achieved at home. Television switched off.
3. Enable your child to organise his/her time in the best way possible.
4. Develop a sense of responsibility.
5. Monitor your child's progress and to know what area of the curriculum is covered in class.
6. Help your child but do not do the work for him/her.
7. Where necessary, contact the class teacher who will be happy to share any problems and give advice.

The nature of the Homework

All pupils will take home reading books, starting from Nursery.

In our school, simple homework activities will start with basic activities in Reception.

The nature of the homework will vary between year groups and topics of study

Within a Term, Homework may include the following

- Reading, writing, spelling, maths, science, R.E. - the nature and degree of difficulty will vary from year to year.
- Project work - research, collecting information, reinforcing a skill or concept learned in class, problem solving and applying knowledge.
- Observing, recording, interviewing.
- Making models - design technology, maths, science, history, geography.
- Enforce or apply aspects of class work - completion of unfinished work or writing up practical work.

Failure of not completing Homework within the given time

We expect pupils to hand in homework on time. If the task is not completed on time the class teacher will have a discussion with the pupil and may contact the parents to discuss the issue further with advice and support.

Guidelines for Reception Class Parents

Things your child must know or be able to do before starting in Reception Class in September:

- ask to use the toilet before they need to go
- able to use the toilet unaided and know how to wash and dry their hands
- put on/take off their coat/jacket
- put on/take off their uniform
- take off/put on their shoes (no laces or difficult buckles, please – Velcro is great!)
- be able to attempt to do up their buttons
- be able to listen to simple instructions and follow them
- Use a knife and fork to feed themselves

Things which will be helpful:

- know their colours
- know some Nursery Rhymes and counting games or songs
- be able to share their toys or games
- to have looked at a variety of books with you

Things we ask parents not to do before the child starts:

- do not teach them to write their name in capital letters
- don't teach the children sounds i.e. phonics, as we have a special programme for this
- never speak negatively to your child about school, those who will teach them, or things which may happen in school
- do not book your holidays in term time as it can have a very unsettling effect on children and schools cannot grant authorised leave for family holidays in term time.

Routines:

- every child must have a book bag and a PE bag
- on their birthday, the children may bring in a small chocolate bar or sweets for their friends, but not party bags
- in school, the teachers and teaching assistants are always given the respect of using their formal name e.g. Mrs Attard, Miss Shirley, Mrs Dawson, Mrs Joyner

We ask for your complete co-operation in adhering to the following important school rules:

- children must wear school uniform as described in the list
- no jewellery is to be worn in school
- shoes should be bought for comfort and should be traditional 'school shoes' not trainers.
- hair should be tied back if it is long and please avoid extreme hairstyles (including shaved patterns and excessive use of hair gel) Please avoid the use of plastic beads in the hair for girls.
- every piece of outer clothing and PE kit must be indelibly marked with your child's name
- before school, the teachers are setting up or in meetings. If you have an urgent query for the teacher, please contact the office. The teachers are always available after school to speak with you.