

Our Lady & St Edward's Catholic Primary School

School Prospectus 2024/25



Mission Statement

We are inspired by the teachings of Jesus Christ who is at the heart of all that we do.

Working in unity with our families, parish and community, we encourage and support the children to grow in faith and reach their full potential in a happy, caring and loving environment.

Lightfoot Lane, Fulwood, Preston, PR2 3LP

Telephone – 01772 862305

Email: bursar@ourlady-st-edwards.lancs.sch.uk

Welcome to Our Lady & St Edward's School

Our Lady & St Edward's School is a Catholic Academy school and part of the Mater Ecclesiae Multi-Academy Trust. serving the parish of Our Lady & St Edward's. In addition, we admit children from the surrounding districts when places are available.

Our School motto is '**Omnes in Unitate**', meaning 'all people in unity' or, in other words, 'we work together'.

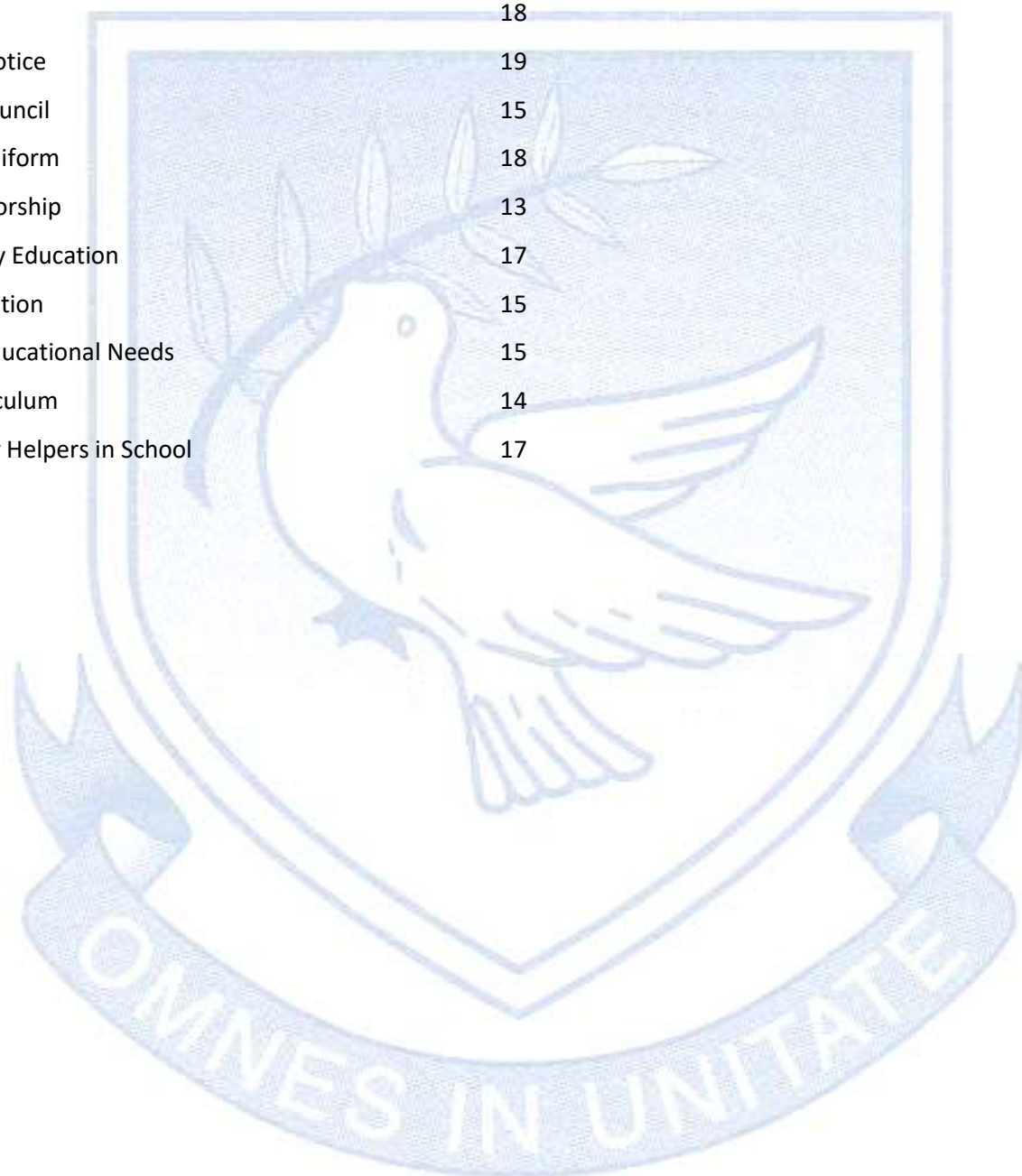
We share a special partnership with parents and the parish community in the education of our children.

In the following pages you will find information about how the school is organised and an outline of our curriculum. Should you have any further questions or should you wish to visit the school, please telephone for an appointment with the Headteacher.

Alphabetical List of Contents

Aims of the School		5
Objectives of the School		6
Basic Information	Term Dates 2024/2025	7
	School Governors	3
	School Staff	4
School Policies and Organisation	Absences	11
	Admissions to the School	8
	Behaviour and Discipline	13
	Equal Opportunities	12
	Health	11
	Illness/Accident	11
	Organisation of Classes	9
	Pupils' Arrival and Departure	10
	Safeguarding (Child Protection)	11
	School Bags	10
	School Meals	10
	School Travel Plan	9
	Sending Money into School	11
	St Edward's School Club	10
	The School Day	9
	Travelling to School	9
Curriculum and Parent Partnership	Charging for School Activities	16
	Communication with Parents	17
	Complaints Procedure	17

Extra-Curricular Activities	16
Home-School Agreement	16 & 24
Homework	15
Ofsted Inspection Report	17
Parents Evenings and End of Year Reports	16
Parent Teacher Association	17
PE Kit	18
Privacy Notice	19
School Council	15
School Uniform	18
School Worship	13
Secondary Education	17
Sex Education	15
Special Educational Needs	15
The Curriculum	14
Volunteer Helpers in School	17



School Governors

Foundation.....	Mr A Metcalf (Chair)
Foundation.....	Mrs L Moore
Foundation.....	Mrs L Kirkman
Foundation.....	Mrs B Davies (Vice Chair)
Foundation.....	Mr J Woods
Foundation	Mrs T Semeraz
Parent Governor.....	Mrs K Simmons
Parent Governor.....	Mrs V Haslam
Headteacher.....	Mrs K Woods
Staff.....	Miss A Lawson
Co-Opted.....	Mrs N Kippax
Clerk to the Governors.....	Mrs D Sudlow

Governors' Role

The Headteacher of the school, in consultation with the Governors, is responsible for the internal organisation, management and discipline of the school. The Governors, who meet at least once a term, have a range of responsibilities for the school including:-

- 1) Appointing staff and determining pupil admissions.
- 2) The curriculum, school policies, school hours and holidays.
- 3) The financial management of the school.
- 4) The school building and grounds.

There are two Parent Representatives on the Governing Body elected by the parents every four years.

School Staff

Headteacher.....Mrs K Woods

Deputy Headteacher.....Miss K O' Donnell

ReceptionMiss K Sudell

Year 1 Mrs J King / Mrs R Basnyet

Year 2 & Key Stage 1 Leader.....Mrs C Pickup

Year 3.....Miss A Lawson

Year 4Mrs S Caunce

Year 5Miss M Rayton

Year 6 & Key Stage 2 Leader.....Miss C Birch

Teaching Assistants.....Miss C Daly
Mrs H Brindle
Miss G Catterall
Mrs M Hitchen
Miss D Gallagher
Miss S Beardall
Mrs S Robinson
Mrs L King
Mrs H Treanor
Mrs J Slater
Mrs J Fitzer

Business Support Officer.....Mrs N Kippax

Assistant Business Support Officer.....Ms H Musa

Catering Manager.....Vacancy

Catering AssistantsMs A Tse
Mrs M Singh
Mrs L Gallagher

Welfare Assistants.....Mrs H Brindle
Mrs M Hitchen
Miss D Gallagher
Mrs H Treanor
Mrs L King
Miss G Catterall
Miss C Daly
Mrs J Fitzer

Site Supervisor Mr J McClelland

Cleaner Miss L Dixon

Aims of the School

We aim to:-

1. Establish a partnership of trust and co-operation between the home, parish and the community.
2. Nurture the faith, spiritual and moral development of our pupils by offering an experience of living Gospel values, within the Catholic tradition.
3. Educate our pupils in the beliefs and practices of the Catholic Church and develop their knowledge of and respect for other Christian traditions and world faiths.
4. Provide a safe, secure and stable environment in which pupils can develop self-esteem and awareness, a sense of fair play and a willingness to help others.
5. Encourage in our pupils, self-discipline, truthfulness and responsibility for their own thoughts, words, actions and learning.
6. Develop basic skills in Literacy and Numeracy that will provide the foundations for life and for learning in other areas.
7. Educate pupils with regard to healthy lifestyles.
8. Provide our pupils with a broad and balanced curriculum, including all the Core and Foundation Subjects of the National Curriculum.
9. Attain the best academic achievement for each pupil, recognising the needs of pupils of all abilities and nurturing particular gifts and talents.
10. Develop in our pupils, skills and personal qualities that will prepare for their future economic well-being.
11. Encourage and instil a curiosity and enthusiasm for learning that we hope will remain with our pupils throughout their lives.
12. Provide opportunities for activities outside the normal school curriculum.
13. Monitor and assess pupils' progress throughout the primary years and prepare children for transfer to secondary school.

Objectives of the School

1. To facilitate parental involvement in a variety of ways
 - an active PTA
 - parent helpers in school
 - curriculum evenings
 - parents' evenings
2. To foster relationships with the parish by
 - weekly visits from our parish priest/sisters
 - participation in parish worship as and when appropriate
 - parish involvement in school events and worship
 - supporting parish programmes of preparation for the sacraments of Reconciliation, Holy Communion and Confirmation
 - establishing links with local schools and organisations
 - participation in a range of community events
3. To involve our pupils in daily collective prayer and worship and nurture individual prayer and reflection, including providing opportunities for pupils to organise and lead worship.
4. To encourage, by example, courtesy, respect and consideration for the rights and property of others.
5. To facilitate the moral and social development of pupils by
 - involving them in the drawing up of class rules
 - organising a school council of pupils with clear responsibilities
 - having an agreed Code of Conduct that is applied consistently
 - having a fair system of rewards and sanctions
 - respecting the faith stance of all pupils
6. To follow a carefully structured programme of Religious Education in each of the age groups, based on the RE programme, recommended by the Diocese.
7. To achieve high standards of teaching and learning which engage all pupils.
8. To monitor pupil progress by regular assessments and pupil records; information concerning both are made available to parents.
9. To identify pupils with special educational needs, according to the guidelines identified in the DfE Code of Practice, and endeavour to meet their needs by providing appropriate support, with the resources available.
10. To encourage and facilitate healthy lifestyles by example, through the curriculum and other school policies.
11. To encourage participation in a wide range of extra curricular activities -
 - sport and outdoor pursuits
 - music and drama
 - residential visits and social activities
12. To work closely with receiver High Schools, particularly Our Lady's High School, ensuring that our pupils are adequately prepared for the transition to secondary education.

School Term Dates 2024-2025

Autumn Term

INSET (school closed)	Monday 2 nd September 2024
Re-open on	Tuesday 3 rd September 2024
Mid Term Closure	Monday 21 st October – Friday 25 th October 2024 (inclusive)
INSET (school closed)	Monday 28 th October 2024
Re-open on	Tuesday 29 th October 2024
Closure at 2.30pm	Friday 20 th December 2024

Spring Term

Re-open on	Monday 6 th January 2025
Mid Term Closure	Monday 17 th February – Friday 21 st February 2025 (inclusive)
INSET (school closed)	Monday 24 th February 2025
Re-open	Tuesday 25 th February 2025
Closure at 2.30pm	Friday 4 th April 2025

Summer Term

Re-open on	Tuesday 22 nd April 2025
Bank Holiday	Monday 5 th May 2025
Mid Term Closure	Monday 26 th May- Friday 30 th May 2025(inclusive)
Re-open on	Monday 2 nd June 2025
Closure at 2.30pm	Friday 18 th July 2025

Inset Days: 2024/2025

Monday 2nd September 2024
Monday 28th October 2024
Monday 24th February 2025
Monday 21st July 2025
Tuesday 22nd July 2025

Admissions to the School

The Governing Body has set the planned admissions number for 2025 at 30. The Local Education Authority and other parties required by law have been consulted on this. No more than 30 children will be admitted to any one reception or infant class. Applications for a place at the school should be made by 15th January 2025. Children who are admitted will start school in September 2025.

Where the number of applications exceeds the places available, the Governors will use the following criteria to determine priority.

Oversubscription Criteria Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. (Please note points (i) and (ii) underneath the criteria list below).

1. Catholic looked after and previously looked after children.
2. Baptised Catholic children who live in Our Lady & St Edward's parish and who will have a sibling in school at the time of admission.
3. Baptised Catholic children who live in the parish of Our Lady and St Edward's
4. Other baptised Catholic children with a sibling in school at the time of admission.
5. Other Catholic children.
6. Other looked after and previously looked after children.
7. Siblings of children who are in the school at the time of admission.
8. Catechumens and members of an Eastern Christian Church.
9. Children of other Christian denominations whose membership is evidenced by a minister of religion.
10. Children of other faiths whose membership is evidenced by a religious leader.
11. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order. (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10) (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Notes of Clarification

1. Children in Public Care.
This includes any "looked after child" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. The term sibling includes, half-siblings, adopted siblings, stepbrothers and sisters and foster children who reside in the same household as part of a family unit.
3. Where a child lives with parents with shared responsibility, each for part of a week, the "home" address will be interpreted as that which is closest to the school.
4. If there are more children in any of the individual categories than there are places remaining, then those pupils who live nearest to the school by a straight line (radial) measure, will have priority. The distance is measured using a geographical information system and the measurement is taken from the centre point of the property to the centre point of the school. In

the event of a tied distance measurement between address points the Local Authority system of a random draw will determine which address(es) receive the offer(s).

5. Where there are twins, etc wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.

Organisation of Classes

There are seven classes, The Early Years Foundation Stage, two at Key Stage 1 and four at Key Stage 2, one for each age group Reception to Year 6.

Travelling to School

Wherever possible, we encourage pupils to walk to school in the interest of health and the environment. Care needs to be taken as Lightfoot Lane is busy and becomes congested at the start and end of the school day. Parents are asked to show consideration for residents, pedestrians and other motorists when parking their cars. The side road to the east of the site is a private road and parking is not permitted.

School Travel Plan

A committee of parents, staff and governors have drawn up a School Travel Plan. The aims of the plan are as follows:

- Raise awareness among the whole school community of issues involved in getting to and from school by regular updates in school newsletters.
- Gather evidence on a continuous basis regarding the journeys to and from school by regular pupil surveys.
- Improve safety on the school journey by drawing parents' and pupils' attention to particular issues.
- Create a healthier and more environmentally friendly school journey.
- Give children the opportunity to learn road safety and cycling skills.
- Encourage a reduction in car traffic around the school by encouraging parents and pupils to walk, cycle or to use the church car park.

The School Day

Morning	EYFS & Key Stage 1: 9.00am - 12.00 noon Key Stage 2: 9.00am - 12.15pm (Break time Key Stage 1&2: 10.40am - 10.55am)
Afternoon	1.00pm – 3.20pm – EYFS & Key Stage 1 1.15pm – 3.30pm - Key Stage 2 (Break time Key Stage 1&2: 2.15pm - 2.30pm)

There are two separate playgrounds, one for EYFS & Key Stage 1 and one for Key Stage 2. The children are supervised at breaktimes by teaching and non-teaching staff. Year 6 children are encouraged to assist on the EYFS & Key Stage 1 playground on a rota basis. Fruit / Vegetables are provided for EYFS and KS1 children as part of the Schools' Fruit & Vegetable Scheme. KS2 children may bring in a piece of fruit for the morning break. Key Stage 2 children can purchase snacks from our school kitchen. Milk is available for all children for a small charge. Children are encouraged to bring a clear water bottle into school, to keep in class, so that they can have a drink of water whenever they feel thirsty.

School closes at 3.20pm for the EYFS & Key Stage 1 children and 3.30pm for the Key Stage 2 children. EYFS & Key Stage 1 children who have older brothers and sisters in Key Stage 2 may remain in class with their teacher until 3.30pm, so that parents can collect their children at the same time, thus avoiding the need to wait outside school.

Pupils' Arrival and Departure

Parents and children should enter the school grounds by the main entrance. The staff car park and driveway are strictly out of bounds to pupils, for safety reasons.

Children should not be accompanied onto the school grounds at the start of the school day, except Reception Class children in the first few weeks of the Autumn Term and on occasions when parents need to call at the school office. A member of staff is on duty at the school gate and in each class from 8.40am. Children should not be left unaccompanied in the grounds before this time. From 8.40am the children can come into school, ready for registration at 8.55am.

At the end of the school day parents of Key Stage 2 children are asked to wait outside around the front entrance of the school or on the playground, parents of EYFS & Key Stage 1 children may wait on the EYFS & Key Stage 1 playground. The pathways should be kept clear to allow children to move freely to the school gate without going onto the grass.

In the interests of safety, dogs are not permitted in the school grounds nor are children permitted to ride bicycles or scooters.

St Edward's School Club

St Edward's School Club is well established and is very popular with both parents and children. It offers before and after school care facilities for children attending the school. It is open from 7.30am each morning and each evening until 6.00pm. Children are cared for by qualified staff and undertake a variety of activities including games, art and craft, sports and help with homework. Information with regard to the club's policies, charges and bookings are available from the school office.

School Bags

All new EYFS & KS1 children are provided with a compact nylon book carrier to carry books to and from school. Should these be lost or torn then replacements may be purchased from the school office. As we have lockers in both of the KS2 cloakrooms children in these classes (Y3-6) can use a rucksack. PE kits should be in a separate drawstring bag and must be in school at all times. At times when children are required to bring additional equipment into school, eg extra-curricular sports kit, they should bring it in a small carrier bag.

School Meals

Children have the choice of having a school meal or bringing a packed lunch. Our school meals are healthy and of good quality and are cooked on the premises. Dinner money is payable on Arbor and

should always be in credit. Information with regard to Arbor is available from the school office. If, however, you are unable to pay on Arbor we ask where there are several children in the same family, that the eldest child bring the money for them all. Children wishing to change from school meals to packed lunches or visa versa are required to give half a term's notice, in writing.

Sending Money into School for Educational Visits/Charity Collections

Donations for charity events are brought to school by the child and given to the class teacher. Payment for visits and visitors are made via Arbor.

Health

Routine checks are made on the children's health by doctors and nurses from the school clinic. You will be informed when they are visiting the school and are invited to attend, should you wish.

Illness/Accident

It is important that parents can be reached in the event of illness or accident. Parents are asked to complete an admission form when their child is admitted to school, including details of home and work telephone numbers and emergency contacts. This information is updated annually. It is essential that the school is informed of any changes.

Safeguarding (Child Protection)

Because of the day to day contact with children, we are particularly well placed to observe outward signs of abuse, changes in behaviour and failure to develop. Parents should be aware, therefore, that where it appears to a member of staff that a child may have been abused, the school is required, as part of the local Safeguarding Procedures, to report their concern to the Children's Social Care immediately. The school is also supported by Operation Encompass where they are notified of domestic incidents from the Police.

Absences

In the interests of their children's education and the smooth running of the school, parents are asked to keep absences to a minimum. The school is required by law to monitor absences according to a number of criteria. Parents should notify school by e-mail or phone on the first day of absence, before 9.30am. There are several possible reasons for absence and below you will find guidelines and procedures to be followed.

Illness

If a child is receiving medication, we recommend that they are kept at home until the course is completed. However, if this is not possible, medication can be administered by staff provided that parents sign a consent form available from the school office. If a child is suffering from a long-term condition requiring medication in school eg, asthma, parents are required to discuss this personally with the class teacher. A child suffering from sickness and diarrhoea should be kept off school for 48 hours after the symptoms subside. If you are in doubt as to whether or not your child is well enough to be in school, please discuss the matter with the class teacher or the headteacher.

Sickness absences at the start or end of a term must be accompanied by a doctor's note or prescription to verify your child's reason for absence. However, if this is not possible as not all sickness requires medical attention, then we request that you call into school to see us if we cannot contact you via your landline. If we do not receive verification then the absence will be recorded as unauthorised.

Routine Dental and Medical Examinations

Wherever possible, these should be arranged during the holidays or out of school hours. When this proves impossible, then a note should be sent informing the class teacher prior to the date of the appointment. Children will not be allowed out of school during school hours unless collected from school by an adult.

Holidays in Term Time

There is no automatic entitlement in law to time off in school time to go on holiday. The legislation only allows the Headteacher to authorise such leave in **exceptional circumstances**.

All applications for leave must be made in advance using the Lancashire “**APPLICATION FOR LEAVE FROM SCHOOL**” available from school and on our website at www.ourlady-st-edwards.lancs.sch.uk under the ‘Parents’ section. In making a decision the school will consider the circumstances of each application individually, including any previous pattern of leave in term time.

Full details of our attendance policy and procedures are available on the school website.

Parents/carers should obtain permission from the headteacher **before** taking a child out of school for leave during term time for **any reason**. The school will authorise one day ‘leave’ (ie the day set aside by the Religious Body of which the parent is a member) per religious festival, eg Eid. Parents must request this leave in advance.

Absences taken without permission may be unauthorised by the school. Parents do not have the automatic right to insist that school absences are authorised, only the school may decide how to mark the register. Schools must take into account the statutory Department for Education (DfE) guidance when deciding whether to authorise a leave request. Schools can grant a leave of absence for exceptional circumstances at their discretion.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.

Where absences are not authorised and meet the qualifying trigger (10 sessions (equivalent of 5 days) in a rolling 10 school-week period), schools **must** consider applying to the Local Authority (LA) for a penalty notice. Upon receipt of such an application, the LA may decide to either issue a penalty notice or institute other legal action (eg prosecution).

Each year the school has to publish the number of authorised and unauthorised absences. The latter clearly reflects negatively on the school. Any absence which has not been justified in writing is classified as unauthorised and any discretionary absence which has not had prior approval by the headteacher is classified as unauthorised.

Equal Opportunities

As a Catholic School our teaching is founded on our faith in Christ. Christ’s teachings are at the heart of our school community and curriculum. We believe that we are One Family and that each member of our family is a unique gift from God.

Within our school we aim to promote equality of opportunity to all individuals in every aspect of school life. We seek to promote positive attitudes and values which encourage children to appreciate the worth of all individuals irrespective of gender, ability, ethnicity and social circumstance.

Behaviour and Discipline

In keeping with our Mission Statement, the emphasis with regard to behaviour is on encouraging and praising good behaviour rather than dwelling on negative aspects.

Code of Conduct

This code of conduct has been formulated with the safety and well being of the children in mind, and to enable the school to function efficiently as a place of learning.

- All members of the school community are expected to respect each other.
- All children are expected to respect their teachers, other adults and fellow pupils.
- All children are expected to respect their own and other people's property and to take care of books and equipment.
- Children are expected to be well behaved, well mannered and attentive.
- Children should walk, not run, when moving around the school.
- If a child has a grievance against another child, it must be reported to a member of staff who will deal with the matter.
- Physical violence is not acceptable, neither is retaliation.
- Foul or abusive language must not be used.
- Children are expected to be punctual.
- Children must not bring sharp or dangerous instruments into school, or any item that may cause a problem.
- Children should wear the correct uniform. Jewellery is not permitted. Trainers should not be worn as daily footwear. Hair attire should be simple and preferably in school colours. Extremes of hairstyle are not permitted.

Hard work, achievements, effort and good behaviour are rewarded in class with stars, stickers and house points. All pupils are allocated to one of our four Houses named after Saints. Brothers and sisters are allocated to the same House. Each week in Assembly children are singled out for mention by class teachers and presented with certificates of achievement.

Minor breaches of discipline, are generally dealt with by the class teacher, in a caring, supportive and fair manner, with some flexibility regarding the age of the child, as far as sanctions are concerned. Every effort is made to be consistent so that children recognise that rewards and sanctions are applied fairly. Parents will be involved at the earliest possible stage, if problems are persistent or recurring. Children may then be placed on a daily or weekly report system to monitor their behaviour, with parents' support. In extreme cases pupils may be excluded from school for a fixed period or permanently.

School Worship

Prayer and worship are an important part of school life. All pupils participate in a daily act of collective worship. Twice a week this takes place in an Assembly and on other days it takes place in class. Parents are invited to participate in class worship once a term.

Key Stage 2 children are actively involved in the preparation of school Masses which take place three or four times a year in school or in church.

Key Stage 2 children also join the Parish Mass once per term as a class.

Parents have the right to request that their children are withdrawn from collective worship.

The Curriculum

The school provides a broadly based curriculum that:-

- promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and of society.
- prepares pupils at the school for the opportunities, responsibilities and experiences of adult life.
- develops a child's knowledge, skills, experience & imaginative understanding

The school's curriculum consists of Religious Education, twelve National Curriculum subjects and a choice of optional Extra Curricular activities.

Religious Education

The school follows a Religious Educational Programme, approved by the Catholic Diocese of Lancaster. This programme promotes the doctrine and practices of the Catholic Faith. It explores the religious dimension of questions about life and purpose within the Catholic tradition, drawing on the pupils' own individual experience. Links are also made with other faith traditions. The programme takes account of the needs of those children who come from families who do not actively practise their faith as well as those who are committed.

Early Years Curriculum

In the Reception Class pupils follow the Early Years Foundation Stage Curriculum. This may extend into Year 1 where children then begin work on the National Curriculum. The Early Years Foundation Stage Curriculum is made up of seven areas of study: Communication and Language, Physical Development, Personal Social and Emotional Development, Literacy, Mathematics, Understanding of the World and Expressive Arts and Design.

National Curriculum Years 1-6

Pupils follow the National Curriculum Programmes of study for Key Stage 1 and Key Stage 2 in eleven subjects, as follows:-

English

Science

History

Art & Design

Music

Personal, Social & Health Education

& Citizenship

Mathematics

Computing

Geography

Design & Technology

Physical Education

Languages (KS2 only)

These subjects are generally taught separately although frequent cross curricular links are made. Computing skills are taught separately and are also used across other areas of the curriculum.

During the year we have a number of themed weeks; World Faith Week in the spring, Healthy School Week or Art Week in the summer term.

At the start of each term a curriculum newsletter is sent home to give parents an overview of the work to be covered in each area. Parents are given information regarding routines, expectations, the curriculum and homework.

School Council

The School Council is made up of 2 elected representatives from Y2 – Y6. The Council meets following consultation with peers at a class council, to discuss issues brought up by the pupils. Issues which have been addressed include the introduction of play equipment at breaktimes and raising funds for children's charities.

Sex & Relationship Education (SRE)

This begins in the home and continues in school. In keeping with our Mission Statement, the emphasis is placed on love, care, affection and respect for each other. In school we explore the issues of physical and emotional change within a context of spiritual and emotional growth. SRE is integrated into the PSHE and RE curriculum.

Homework

In the Reception Class, children will bring home reading books on a regular basis and parents are encouraged to help listen to their children read. In addition, homework bags with a range of activities are sent home once a week.

For Years 1 to 6, the DfE have a recommended time and subject allocation which we have adopted. It is as follows:-

Years 1 and 2	1 hour/week	Reading, spellings, other literacy work and number work
Years 3 & 4	1.5 hours/week	Regular weekly schedule including English and Maths twice a week with occasional assignments in other subjects
Years 5 & 6	30 minutes/day	Regular weekly schedule including English and Maths twice a week but also ranging widely over the curriculum

Daily reading is recommended for all children. On days when the homework activity is something other than reading, children should be encouraged, in addition, to read – on their own or with others, for at least 10 minutes in EYFS & Key Stage 1; 20 minutes in Key Stage 2.

At the beginning of each school year class teachers send parents a homework timetable.

Children with Special Educational Needs, including disabilities

Children with a range of special educational needs and disabilities have been successfully integrated into the school. The school's admission criteria and equal opportunities policy ensure that pupils with special educational needs and disabilities are not discriminated against. There is disabled access to all parts of the building.

The school has a "Special Educational Needs Policy", in accordance with the DfE Code of Practice, which sets out a framework within which teaching and non-teaching staff, parents and governors can work together to meet the needs of pupils with special needs.

When necessary, the school engages the help of Educational Psychologists, the Local Authority and The Health Service to assess pupils' individual needs and endeavour to obtain appropriate support. Parents are very closely involved in any consultations or in any referrals.

The governor responsible for Special Education Needs is Mrs L Moore.

Extra Curricular Activities

School Sport

Coaching in football, netball, rugby and cricket take place as extra curricular activities on a regular basis. Upper KS2 pupils have the opportunity to be part of our school teams and compete with other local schools. The football and rugby clubs are organised by staff and on occasions with the help of parent volunteers. In addition, the school competes in athletics, cross country and swimming events, which often take place out of school hours. The staff also provide extra-curricular activities such as a book club, board games club, glockenspiel and a morning wake & shake club.

Twice a year we organise a soccer skills course, after school, which is open to both Key Stage 1 and Key Stage 2 children.

Arts Provision

The school has a strong music and drama tradition. Pupils who play instruments are encouraged and coached to perform at school events including assemblies, church services and school productions. Instrumental tuition by the Lancashire School's Music Service is available at a small charge.

Music and drama productions are organised at Christmas and during the summer term. Preparation for these involves an extra-curricular commitment from staff and pupils.

We also have a drama/theatre school who come in to school to provide an extra-curricular club.

Residential Visits

In Year 6 children spend three days at Robinwood, near Penrith, where they undertake a variety of outdoor activities.

Charging for School Activities

As part of our curricular provision the children are involved in a number of educational visits. The school reserves the right to charge for these activities, although no child will be excluded from a visit if their parents do not pay. However, if there is insufficient support then it may be necessary to cancel the visit. In Year 6, the children take part in a residential visit and the school reserves the right to charge in full for the cost of board and lodging.

Home-School Agreement

This agreement is an important part of our partnership with parents. It sets out in very simple terms the school's undertaking in the education of pupils and informs parents and pupils of the school's expectations with regard to their role in the partnership. It is sent home at the start of the Reception Year for parents to sign and again at the start of Key Stage 2 when pupils are invited to sign it also. A copy of the agreement is included at the end of the prospectus.

Parents Evenings and End of Year Reports

In the autumn term and spring term we hold Parents' Evenings using an appointments system. Teachers will make themselves available to discuss any areas of concern at other times during the year by arrangement. All pupils are given an end of year report, which includes details of statutory and non-

statutory National Curriculum Assessments. Parents are given the opportunity to come into school to discuss the report with the class teacher at an optional drop in Parents' Evening towards the end of the summer term.

Parent Teacher Association

The school is fortunate to have a very active Parent Teacher Association. The committee meet in school at 6pm each half term. They have organised some highly successful social and fundraising events. All parents are automatically members of the PTA and are invited to stand for election to the committee at the AGM which is held in the Autumn Term.

Volunteer Helpers in School

We also enjoy the voluntary help of parents, grandparents and friends who are willing to help with a variety of activities in school and also out of school activities and visits. If you would like to help in any way, please contact school. All volunteer helpers are required to obtain DBS clearance. Application for this is arranged by school.

Communication with Parents

We aim to keep parents well informed of forthcoming events. At the beginning of the school year a Diary of Events is published. At the beginning of each month a news bulletin letter is sent home containing dates of forthcoming events. Parents are invited to receive this information via email. Our email address is: bursar@ourlady-st-edwards.lancs.sch.uk We also have our own website – www.ourlady-st-edwards.lancs.sch.uk - which includes the Diary of Events, News Bulletins, Class News, Term Dates, PTA News and the School Prospectus, as well as links to the latest OFSTED and RE Inspection Reports.

Parents wishing to obtain more information about any aspect of the school or its policies should contact the headteacher.

Ofsted Inspection Report & R.E Inspection Report

The school was inspected by Ofsted in November 2018 and continues to be a good school. The report is available on the ofsted website – www.ofsted.gov.uk/reports.

In November 2021 Religious Education and Worship were inspected by the Diocese of Lancaster. The school was judged to be an outstanding Catholic school. The report is available on the Diocesan website- www.lancaster-diocese-education.org.uk/docs/119579.pdf

Complaints Procedure

Should parents feel cause for concern over any matter related to the school or wish to make a formal complaint, the headteacher should be approached in the first instance.

Secondary Education

The majority of our pupils transfer to Our Lady's High School. We have very good liaison with the school and an excellent induction programme for pupils. Our Lady's High School, along with other High Schools in the area, is over subscribed. All High Schools have published admissions criteria and parents are strongly advised to consult these before making their choice.

School Uniform

Winter

White cotton polo shirt
Royal blue sweatshirt or cardigan with embroidered school badge
Grey skirt or pinafore dress
Long grey trousers (tailored, not stretch fabric)
Grey socks (boys)
White or grey socks, or grey/royal blue/navy/black tights (girls)
Royal blue fleece embroidered with the school badge (optional)
A warm coat/anorak, preferably in the school colours
School Woollen Ski Hat

Summer

Girls may wear a light blue and white checked/striped dress and royal blue cardigan embroidered with the school badge
Boys may wear grey shorts
School Cap for protection from the sun

School shoes with secure fastenings. Slip on shoes or those with platforms or heels are not permitted.

PE Kit

Yellow/red/green/blue T shirt (depending on house)
Royal blue shorts, or PE skort (KS2 girls)
Black slip-on gym shoes and trainers for EYFS & KS1, trainers for KS2
A drawstring bag for PE kit
Royal blue track-suit trousers
Grey hooded sweat shirt, with embroidered school badge

Sweatshirts, cardigans, white polo shirts, fleeces and PE t-shirts embroidered with the school badge, are only available from Bang Bang (a shop in Preston City Centre) or from www.stitchdesign.co.uk. Our royal blue shorts, P.E. skorts and track-suit trousers are also supplied by Bang Bang or Stitch Design. Other uniform items are available at a number of Department Stores in Preston.

Please ensure that all items of clothing are clearly named.

For Health and Safety reasons children are not permitted to wear any jewellery in school.

Long hair should be tied back, for health & safety reasons. Extreme hairstyles are not permitted in school which includes any shaved shapes/partings. If hair clippers are used no lower than a number 2 is allowed on any part of the head and hair should be a blended cut with no ridges or lines. An excess of hair gel is also not allowed. Girls hair accessories are to be in school colours only and of a reasonable size.

Sunglasses are not permitted in school (unless permission has previously been granted for medical purposes).

Privacy Notice



Our Lady and St Edward's Catholic Primary School

Privacy Notice (How we use pupil information)

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Medical information
- Special Educational Needs and Disability
- Behaviour and exclusions
- School attended when leaving Primary school

Why we collect and use this information

We use the pupil data:

to support pupil learning which includes use of ICT and Apps
to monitor and report on pupil progress
to provide appropriate pastoral care
to assess the quality of our services
to comply with the law regarding data sharing
to safeguard pupils

The lawful basis on which we use this information

On the 25th May 2018 the Data Protection Act 1998 was replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:
(c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
 - (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The Education (Information about Individual Pupils) (England) Regulations 2013 - Regulation 5 'Provision of information by non-maintained special schools and Academies to the Secretary of State' states 'Within fourteen days of receiving a request from the Secretary of State, the proprietor of a non-maintained special school or an Academy (shall provide to the Secretary of State such of the information referred to in Schedule 1 and (where the request stipulates) in respect of such categories of pupils, or former pupils, as is so requested.'

The Education Act 1996 - Section 537A – states that we provide individual pupil information as the relevant body such as the Department for Education.

Children's Act 1989 – Section 83 – places a duty on the Secretary of State or others to conduct research.

The school shares class list information with providers in connection with the following public health screening programmes:

National Child Measurement Programme (NCMP)

The *lawful basis* for processing personal data is:

Art. 6 (1) (e) GDPR:

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

The personal data processed in respect of these two public health screening programmes includes personal data revealing ethnic origin which is classified as *special category personal data* under Art. 9 GDPR which merit special protection and consequently a further condition for processing is required.

The additional lawful basis for processing special category personal data (specifically ethnic origin) is:

Art. 9 (2) (i) GDPR:

Processing is necessary for reasons of public interest in the area of public health

Dental Screening Survey & Vision Screening Programmes

The *lawful basis* for sharing personal data is:

Art. 6 (1) (f) GDPR:

Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party

The legitimate interest is *to provide public health services and improve health and wellbeing outcomes for children and young people*, which falls outside the task of schools as public authorities to provide education to children and young people.

Processing is *necessary* as only schools hold up to date class list/address data to facilitate:

☐ Any necessary follow-up arrangements, in response to identified need or to promote health and wellbeing, by a health professionals. Contact is arranged with the child/ young person or with parents/ carers.

☐ Any appointments being sent to the parent/guardian of a child who requires further assessment of their optical health needs – or to arrange follow-up as indicated by the initial screening tests.

The LEA only receive snapshot census data 3 times per year.

It is in the child's interests to be offered an appointment to treat any identified further health needs. Some conditions such as amblyopia (lazy eye) are much more difficult to treat if left undiagnosed after the age of 8 and can result in permanent vision loss.

Optical and oral health are important aspects of a child's overall health status.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold personal data for pupils and their families in line with the school's GDPR data protection policy. We retain pupil data in line with the authority's recommendations for retention of records.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- Diocese of Lancaster
- the Department for Education (DfE)
- NHS services
- SEND support
- ParentApps, Wonde and other subscription apps used for curriculum purposes

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Third Parties

We also collect and hold data relating to family members which includes name, address and contact details. This is used for emergency purposes and legal interventions. This information is held until the child leaves school or for 25 years with pupils with SEND.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE

releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact DPO Mrs Nicky Kippax bursar@ourlady-st-edwards.lancs.sch.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

DPO Mrs Nicky Kippax bursar@ourlady-st-edwards.lancs.sch.uk

Our Lady & St Edward's Catholic Primary School
Home-School Agreement

Mission Statement

**We are inspired by the teachings of Jesus Christ who is at the heart
of all that we do.**

**Working in unity with our families, parish and community,
we encourage and support the children to grow in faith and reach their full potential
in a happy, caring and loving environment.**

Please read through this with your child, sign accordingly & return to school. The agreement will then be signed on behalf of school and returned to you for safekeeping.

Thank you for your support.

Name of Pupil _____

The School will:-

- provide a safe, happy and caring environment in which our pupils feel secure, can develop high standards and seek to maximise all their abilities and interests.
- be open and welcoming to parents/carers and provide opportunities for involvement in the life of the school.
- nurture the faith, spiritual, social and moral development of our pupils so that they build good relationships, develop respect for the environment and become respected members of the community.
- provide a broad and balanced curriculum which addresses the need of all pupils, includes extra curricular activities and regular homework.
- keep parents/carers well informed about their child's progress and conduct and about school activities.

Signed on behalf of the School

The Parent/Guardian

I/We will:-

- ensure that my child attends school regularly, arrives on time and is appropriately clothed and equipped.
- support the Catholic ethos of the school, the school's policies and Code of Conduct.
- support my/our child's educational and personal development through guidance and encouragement with homework.
- promptly inform school of any concerns or problems which could affect my/our child's work or behaviour and make prompt responses to communications from school.
- attend parents evenings and other meetings to discuss my/our child's work or conduct.

Parents' signature

The Pupil

I will:-

- be friendly, helpful and respectful to everyone in school and others I may meet.
- follow our Code of Conduct and keep all the School Rules.
- listen carefully and follow instructions, ask if I need help.
- work hard to finish all my class work and homework and give these to the teacher on time.
- take care of my own belongings and those of others, as well as our school equipment, the building and the grounds.

Pupil's signature (Year 3 pupils)

