

St. Chad's RCVA Primary School



**School Brochure
2020-2021**

St. Chad's Primary School Mission Statement

MISSION STATEMENT

Our school endeavours to promote a welcoming community based on trust and mutual respect,
where all individuals feel that they are all valued and belong.

We develop our spirituality through prayer, reflection and celebration whilst living out our
Catholic faith.

As a community of learners, we dedicate ourselves to enabling each individual to achieve their full
potential.

We seek to develop confident, independent, enthusiastic and creative lifelong learners within a
caring, safe and supportive environment.

As we journey together with Christ, we seek to explore the joy and wonder of learning through
celebrating God's love in our lives.

'Come as you are and walk with us.'

ST. CHAD'S RCVA PRIMARY SCHOOL
THE BALTIC
WITTON PARK
BISHOP AUCKLAND
CO. DURHAM.
DL14 0EP

SCHOOL NO. 3465

Head Teacher: Mrs. P Strachan
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Staff - September 2020

Mrs. P. Strachan	Head Teacher
Miss. J. Bell	Class 1 Teacher (0.5)
Mrs. L. Bowtell	Class 1 Teacher (0.5)
Miss. R. Walton	Class 2 Teacher
Miss. H. Wilson	Class 3 Teacher
Mrs. K. Evans	Class 4 Teacher and Deputy Head Teacher
Mrs. S. Hebron	Higher Level Teaching Assistant
Mrs. G. Jackson	Higher Level Teaching Assistant
Mrs. V. Tippey	Higher Level Teaching Assistant

Non-Teaching Staff

Mrs. S. Shaw	School Administrator (0.5)
Mrs. C. Ferdinand	School Administrator (0.5)
Mrs. P. Plowman	Caretaker
Mrs. R. Spraggan / Mrs. J. Knighton	School Cooks
Mrs. P. Lyall / Mrs. P. Plowman	Supervisory Assistants

School Governors

Mrs. P. Strachan	Mrs. C. Haigh
Mrs. A. Wright	Mrs. L. Baker
Fr. D. Tindall	Mrs. B. Quinn
Mr. S. Jackson	Mrs. K. Evans

Foundation Stage

This area is particularly spacious with well-resourced areas of learning designated to meet the requirements of EYFS. All pupils have access to a wide range of quality equipment, structured to develop not only social but also academic progress. The room is equipped with an interactive whiteboard and iPads which are used throughout the whole curriculum. The Foundation Stage also boasts a high-quality contained outdoor area where the children can extend their learning.

Key Stage 1

This room is quite spacious and well equipped for all curriculum subjects. There is an interactive whiteboard and four computers that the children can use to extend their learning in all areas of the curriculum. There is also place for a variety of small learning areas where the children can explore preferred areas of learning. Pupils have access to the school hall through doors leading from the classroom and also access to an outdoor shaded play area.

Lower Key Stage 2

This room is large, suitably organised and well equipped to satisfy the needs of the older pupils. Again, pupils and staff have the use of an interactive whiteboard and five computers which can help to extend learning in all areas of the curriculum.

Upper Key Stage 2

Again, the room is large, suitably organised and well equipped for our older children. Furniture is designed to reflect the needs of our older children and the room is also well equipped with an interactive whiteboard and eight computers and iPads to allow children to pursue learning in all areas of the curriculum.

The school enjoys access to continuous high-speed broadband along with wireless networking facilities.

There is a bank of 30 wireless enabled laptops for children to use in their research and learning.

Homework

Children are asked to complete several homework assignments during the week.

Homework will normally consist of;

Class 1	Spelling	Number Work
Class 2	Spelling	Number Work/Tables
Class 3	Spelling	Number Work/Tables
Class 4	Spelling	Number Work/Tables

Homework should not be too onerous and should build on children's existing knowledge and practice.

School Hall

The hall is multi-purpose and is used for P.E. activities, assembly, school mass, lunches and breakfast club from 8:00-8:45. The hall also has an interactive whiteboard and can be used as an additional classroom.

Library

The school has a very well stocked library, which is used by pupils to develop reference and research skills as well as an enjoyment of books. Children are allowed to borrow one book per week to take home and share with parents. The library is run by the pupils and boasts an electronic lending and classification system. The library is also used to teach small groups of pupils throughout the day.

External Environment

Class 1 pupils have access to a very well-equipped outdoor area which includes several key learning areas.

Class 2 have access to a small patio garden with a canopy, which opens out from the classroom. There is a large yard at the front of school and a very large field and playground at the rear. The playground features a dedicated adventure trail, a football and basketball/netball court and outdoor board games.

Pupils are supervised at all times and encouraged to take part in team games and other activities. At lunchtimes, two supervisory assistants organise games and encourage participation.

A 'Buddy Scheme' operates in school with older pupils acting as special friends and mentors to the younger children in their first few weeks at school.

Pupils who join our school mid-term are also assigned two buddies to act as friends and mentors for the first few weeks of arrival.

Wet Playtimes

During wet playtimes pupils are accommodated in school, supervised at all times and have access to a range of games/books and activities.

The internal and external environments play an important part in school. The building though small and built in the 1800's is well maintained and decorated providing pupils with a rich, highly colourful and motivating environment. Displays are used to aid their learning and encourage independence.

All areas of the curriculum are represented with emphasis being placed on children's own work forming a large percentage of the displays.

The School Day

School starts at 9.00 a.m. (pupils should not be in the yard before 8.45 a.m.)

Morning break for all pupils is 10.45 a.m. until 11 a.m.

Lunch break starts at 12.00 noon for Key Stage 1 and 12. 10p.m for Key Stage 2.

All pupils finish at 3.10 p.m. and leave together.

School Rules



'Catching them being good'

Praise is a much more powerful tool than sanctions and is much more in keeping with the ethos of St Chad's RCVA Primary School. Therefore, frequent use of encouraging language and gestures, both in lessons and around the school is to be encouraged so that positive behaviour is instantly recognised and positively rewarded.

Merit System

Children work towards achieving merits for positive behaviour and good work. Certificates are given for merit points and merit awards are given at the end of the academic year.

Star of the week

Each class teacher to choose a 'Star of the Week' this can be awarded to children for academic or personal/social excellence. A certificate and sticker are presented to the child during Friday assembly (a class mascot is also be given out for children to take home for the weekend).

Lunchtime Supervisor Award

These are chosen by our lunchtime supervisors to acknowledge excellent behaviour and manners from specific children. The children are given a certificate.

Sanctions

Instances of misbehaviour are dealt with by the teacher present at the time of the incident and take into consideration the context of the incident and the circumstances of the child. The school will always act lawfully, reasonably and proportionately in relation to the misbehaviour identified, the students' age and any specific SEND or religious requirements and will draw from a range of strategies including:

- Verbal warning
- Withdrawal from classroom
- Additional work
- Behaviour Monitoring reports
- Meetings with parents

Pupil Safety

Again, with your child's/children's safety in mind, we have bad weather arrangements, where in the event of the school having to be closed due to heavy snow falls, then parents will be sent a text before the start of the school day.

Parents will be asked for their mobile phone numbers and the school will use Teachers2Parents to contact them.

If the school is closed during inclement weather, the information will also be posted on the school website. Local radio stations will also carry the news.

In the event of any club cancellation, parents will also be contacted via text.

Vehicle access is restricted, as is entry to the school. All visitors should report to the School Office. Staff should be informed of any deviation from the normal arrangements for collecting individual pupils at the end of the afternoon session. Children may only be collected by a parent or any other known adult, named by the parent.

To facilitate the smooth, efficient dispersal of children from the school gate at the end of the day it would be appreciated if all parents would personally come to the gate to collect their child/children from the Class Teacher. This helps to ensure that no child is mistakenly collected by an unauthorised person.

In the case of accident or illness parents are informed, with staff, in the meantime, taking any necessary appropriate action.

There is also a 'Late Start/Early Finish' book to be completed in the School office in the event of any child needing to leave the premises during the school day.

Pupil Council

The Pupil Council have a direct say in how the school addresses the needs of our children.

Because of this, they feel empowered and able to create and sustain change. Meetings with the Pupil Council and initiatives led by the children include:

- Consultation on new equipment for the School Yard
- Choice of books for School Library
- Design of the school playgrounds
- Energy/Carbon Group initiatives
- Rights Respecting Schools Consultation
- Health & Safety walkthroughs
- School meal consultations with SNAG group

The Pupil Council undertakes regular Health and Safety walks with a designated Governor to highlight any areas which need attention. The school has an action plan, produced by the School Council, which outlines areas for improvement.

As a result of this, children have a very good understanding of what constitutes safe or unsafe behaviour or situations - and they have an avenue to report these.

School Uniform

The school uniform is:

- grey trousers and grey/ black socks
- grey school skirt and charcoal grey/ black woollen tights or charcoal grey/ black socks
- white polo shirt
- navy blue jumper or cardigan, these are available to purchase with the school logo on from Cre8ive Design

In summer (from Easter to the end of the Summer term):

- blue and white gingham dresses
- white polo shirt and grey trousers or shorts. NB. Trousers and shorts worn in school for uniform must be appropriate uniform style material and 'cut', not sportswear or fashion styles.

The school strongly discourages the wearing of leather and expensive fashion coats/jackets since the school cannot take responsibility for loss or damage of items of clothing.

PE kit:

- Black Plimsolls (trainers for outside use)
- Navy blue PE shorts
- White T-shirt
- Black tracksuit bottoms for the winter months

On health and safety grounds, children are not allowed to wear jewellery except for medical identification bracelets, small objects of religious significance and wrist watches (without camera/recording facilities). We would ask that if parents are planning for their children to have their ears pierced, that this could happen over a holiday period so that their child can continue to take part in P.E.

The school wants all children to grow into healthy adults. We believe that it is dangerous for children to wear shoes that have platform soles or high heels, so we do not allow children to wear such shoes in our school. Neither do we allow children to wear trainers to school; this is because we think that this footwear is appropriate for sport or for leisurewear, but is not in keeping with the smart appearance of a school uniform

Additionally, children are not permitted to have 'extreme' haircuts that could serve as a distraction to other children. Children with long hair should also tie it back for safety reasons.

False nails and extensions are not to be worn in school and nail varnish is not to be worn by children when they are in school.

Most educators now accept that students can become distracted by fashion trends and status symbol clothing. Therefore, when all students are dressed in school uniforms, there is less focus on fashion in the classroom and more focus on learning.

Lost Property

Unfortunately, from time to time items of clothing/belongings may be lost or damaged on the school premises. Whereas the school endeavours at all times to safeguard all such items, it cannot accept responsibility for loss or damage. This is in line with School and County Policy. We find that clearly marking items of clothing and uniform solves most problems.

Absences

If your child is absent, you should contact the school office on (01388) 603632 before 8:55 a.m.

If you know that your child will be absent on a future date, for example for a medical or dental appointment it would be helpful if you could let us know before the absence. Teachers should not be telephoned at their homes. A letter of explanation regarding the absence should be brought by the child on his/her return to school.

Legal requirements regarding absences

Due to the legal regulations for the marking of attendance and meals' registers, please note the following:-

Attendances

Any child coming into school:

- between 9.05 a.m. and 9.10 a.m. will be considered late and given a late mark.
- After 9.10 a.m. will be counted as absent and marked accordingly, unless a satisfactory explanation is given, either by letter or telephone.
- Exceptions will be where a child has been taken for a medical appointment and a note has been sent to the school or a telephone call made, informing the staff that the child is expected to come to school. This mark will be granted as an authorised absence. However, if your child comes to school and is then taken out to keep an appointment, they will be given their mark.

All other absences, where no message of any kind, is received, are counted as unauthorised absences.

For your guidance - as it is now a legal requirement to state the number of Unauthorised Absences, i.e. absences for which no valid explanation, either by a telephone call, parental visit or letter has been given, it is vital for you to provide the requested explanations, otherwise truancy could be suspected and the Educational Welfare Officer called in to investigate. Word of mouth by another child is unfortunately not acceptable.

Authorised absences are essentially all those which are not attributed to truancy i.e. due to:-

- sickness, medical, dental appointment or unavoidable cause.
- religious observance by religious body to which parents belong.
- failure of school transport involving children living over 2 miles away from school, (this only applies to children who travel on free school transport provided by the Local Education Authority).
- an approved public performance/holiday.
- death of a close member of the family.
- Annual holidays during term time (usually a maximum of 2 weeks).

N.B. In order for any absence to be authorised the correct notification, as explained above, must be given at all times. It is vitally important for you to keep us informed of all circumstances.

There is a legal obligation to provide the Department for Education at the end of each term with the total number of unauthorised absences, as a percentage of total possible attendances and the total of absentees, as a percentage of whole school roll. Pupil numbers are based on the number of pupils on roll at the beginning of term.

School Meals

School dinners are available at St. Chad's Primary School and are of excellent quality, provided by Taylor Shaw.

Meals are priced at £2.10 per day. We have a two-choice menu available to parents who would like to take advantage of this and parents and children are asked to make their choices together for the term in advance. The menus are reviewed regularly with input from our Pupil Council.

Application forms for free meals are available from the School Office. Children who bring sandwiches have chilled water provided for them. To facilitate registration of School Meals it is requested that the children only change from school meals to sandwiches and vice versa upon receipt of a written request received 2 weeks before a half term/end of term holiday period.

At the beginning of each half term you and your child/ren are requested to decide whether they will take a school meal or bring a packed lunch. **That decision stands for the whole of the half term, but can be changed, if wished at the beginning of the following half term.**

It must be once again stressed that it is very important for dinner numbers to be absolutely accurate, as there are few allowances for error. Therefore, if you are taking your child for any kind of medical appointment, we must be informed, either in writing or by telephone, by 10 a.m. whether the child will be coming to school or not.

If you tell us that your child will be coming to school and needs a meal, that meal will be ordered. However, if you don't then bring the child to school and the meal has been ordered it will waste food. Similarly, if you don't inform us that you will not be bringing them to school

after the medical appointment, no meal will be ordered or provided. If in doubt about the time a medical appointment will end, it is best to give the child a packed lunch, or keep them at home for lunch, that day.

Admission Arrangements

Parents wishing to visit the school prior to applying for a school place should make an appointment with the Head Teacher.

Parents who wish their child to be admitted to the reception class should complete the County Preference Form provided by the Nursery School attended by your child. It should be returned to the School Admissions Section at County Hall no later than 24th October prior to the September in which your child is due to enter Reception.

Pre-School Attendance (New starters)

Parents of new pupils are invited to bring their children to school during the Summer Term prior to them commencing in September. This enables the children to meet the Class Teacher and future class members, and the parent is informed of the general routine etc. by the Head Teacher and Deputy Head Teacher.

School Visits

From time to time children go out of school, sometimes locally in the village and the surrounding area and at other times to places of interest, possibly connected with a project or an investigation that they are making. If it is a visit to be made that involves travelling by coach we would ask parents for their permission and to sign an indemnity/medical form, as well as asking possibly for a contribution to the cost.

Charging

The school does not charge for activities undertaken in school time. Donations are requested towards the cost of school visits but we do try to subsidise all visits through monies raised by sponsored events and other fund-raising activities.

Parental Co-operation

Staff would appreciate parental co-operation in ensuring that homework is completed and returned on time. Parents are requested to support their children's reading development by hearing them read their Reading Books on a regular basis at home in the evenings and over the weekends and holidays. All children have a reading record to be signed when they have been listened to.

The school has separate policies on Homework and Home School Agreements, copies of which are available on request and are also to be found on the website.

Parental Help

Any parent who feels able to offer their assistance in any way is more than welcome to come along and help throughout the school whenever possible. Areas of assistance would include helping to hear young children read, baking with groups of children, supervising art work, general repairs of books and equipment, work with children using the computers etc. Parental helpers will need to undergo a statutory DBS check.

Extra-Curricular Activities

The pupils are able to take part in a number of extra-curricular activities- the nature of which changes at different times of the year. Some of those held regularly are: Football, Netball, Dance, Table Tennis, Gymnastics.

National Curriculum

During a normal school week the hours spent in teaching are:-

Reception/KS1 - 21 hours 40 minutes.
KS2 - 24 hours 10 minutes.

The foundation stage curriculum consists of early learning goals in 7 areas of learning which are:-

- Personal, Social and Emotional development
- Communication and Language
- Literacy
- Mathematics
- Understanding the World
- Physical Development
- Expressive Arts and Design

Teaching and learning will take place in many different ways - playing (they think they are playing - we know they are learning!), singing, story, rhymes, games, as well as written work. Topics are carefully planned to provide a broad and balanced curriculum. We aim to stimulate their learning through exciting activities and the provision of a wide variety of experiences - children learn best if they are enjoying their learning. Your child will not only have fun but will also develop skills and knowledge at a pace appropriate to their stage of development.

In Reception, children are encouraged to develop their natural curiosity, to discover their own talents, become more independent, more confident and will be taught by enthusiastic staff, experienced and motivated to do the best for your child.

Key Stage 1

Pupils are given a thorough grounding in the basic skills of Literacy and Numeracy through appropriate use of materials and activities. Lessons are taught in all core and foundation subjects with ICT being an integral part of each one as well as being taught as a discrete subject.

Key Stage 2

Existing skills will continue to be expanded and developed in all subjects to ensure that each child achieves his/her full academic, physical and social potential. At all times, each child's work is matched to his/her ability but the pupils are encouraged to develop at a challenging pace without being placed under undue pressure.

All children's work is continuously monitored and assessed to enable staff to move them through the required levels of the National Curriculum in each subject. It is necessary for each child to become proficient at each level in turn, before they are able to progress through the following level. This can only be satisfactorily achieved if the child is given the appropriate work matched to their ability and the opportunity to make sound progress.

Swimming

In order to enable as many children as possible to learn to swim, Key Stage 2 children take part in swimming lessons at various times during their school career. At present some children go swimming on Tuesday mornings. It is advisable that they wear a coat with an attached hood, or wear a separate hat to prevent them catching cold when they leave the baths with wet or damp hair.

SATS and Reporting

In line with Government Policy the children are given a series of Standard Attainment Tests (SATS) at the end of the work covered in Key Stage One (KS1) when they are seven years old. Another set of tests is given at the end of Key Stage Two (KS2) when the pupils are 11. The results of these tests, together with the teacher assessments are reported to parents on an annual basis as follows:-

Parents afternoon takes place during the autumn and spring term, at which the teacher discusses the expectations of the school with regard to the pupil's academic/social/moral and cultural development and the expectations the school has regarding parental support and involvement.

Written reports for all pupils, stating curriculum achievements in line with National Curriculum requirements and general progress, are sent out at the end of the Summer Term.

SAT results for 2019 were:-

KEY STAGE 2

	School	National Average
Reading	100%	73%
Grammar, Punctuation and Spelling	92%	78%
Writing	92%	79%
Maths	92%	79%
Reading, Writing and Mathematics	92%	65%

Testing

Pupils are tested, at the end of each term following the same format as the statutory tests. These help familiarise pupils in preparation for the end of KS1 and KS2. Results are analysed, used to inform planning and identify areas for development on an individual and whole school basis. They are also used to support the on-going teacher assessment of pupils learning and achievement and aid the target setting process for the next academic year.

Baseline Assessment

In line with other Durham schools, Reception pupils are assessed during the first half term. This assessment enables staff to monitor the skills and knowledge pupils already have when they join our school and to monitor their level of development over the reception year.

This assessment is carried out at the following times:

- at the start of the reception year.
- at the end of the reception year.
- continuous assessment against the Foundation Stage Profile.

The assessment is not threatening and is carried out during a normal day, through games and observation by staff and is used to provide appropriate activities and teaching for pupils. The results are reported back to parents towards the end of the autumn term at parents' afternoon. Suggestions are given for strategies to use with their child at home to aid their learning.

Special Educational Needs

St. Chad's Primary School is committed to providing an education that includes and stimulates all children, regardless of ability. We have pupils with a wide range of abilities and different needs and endeavour to include them in all activities, providing them with the opportunity to fulfil their full potential.

We recognise that some pupils will need extra support and adaptations to access the school curriculum and to participate in school activities. Our SEND Policy, available on our website, gives details of our approach and action we may take to support the pupils in our care.

General Information

Parents are very welcome to visit the school at any reasonable time but should you wish to discuss any matters of importance please make an appointment with the Head Teacher first.

The Governors will follow the Local Education Authority's guidelines about the Complaints' Procedure concerning the Curriculum and Religious Worship. These are available from the Head Teacher upon receipt of a written request.

Parents wishing further knowledge of these procedures and any other documentation may visit the school where they will be available for consultation. This includes divorced parents with joint legal custody, a separated parent, a legal guardian, a foster parent or a Local Authority or voluntary organisation in which parental rights have been vested.

Please note that the initial request for consultation should be made to the Head Teacher. Visits of this nature will require an appointment.

Your interest in the school is welcomed, and should you feel that you can help in any way, such as demonstrating any skills you may have, listening to children read, helping in the preparation of materials etc., please come along and offer your service. Should you have any queries about this information please don't hesitate to contact us for an explanation.

All visitors to the school, on whatever business, are requested to initially consult with the Head Teacher.

It should be appreciated that this information is correct at 1st September 2020, but it must not be assumed that there will be no changes affecting the relevant arrangements before the start of or during the school year in question.

Request for Leave of Absence During Term Time

Schools are no longer allowed to authorise leave of absence for family holidays.

Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Each case will be looked at individually and on occasion, proof may be requested.

Parents should be aware that the Educational Welfare Officers are now able to issue penalty notices to **each** parent, for **each** child.

I do realise that this will present difficulties for all parents who are operating under a tight budget. These regulations however, are now in force and are being adopted by every school in the Bishop Auckland Cluster.

In summary, schools are no longer allowed to authorise leave of absence for family holidays.

Any leave of absence requests can only be authorised by the Headteacher in exceptional circumstances.

For further information, please read the attendance policy located on the school website.