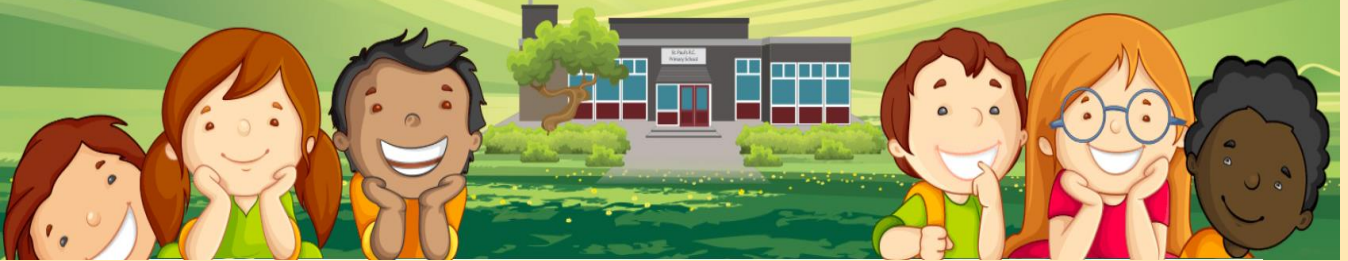


St. Paul's Catholic Primary School

We educate the whole child!



Welcoming and inclusive, our school family encourage one another to love, grow, share, learn and achieve highly to experience success in life.

We empower our children to be resilient and happy, and to know that they can be anything they want to be.

Prospectus
2023 – 2024

**'There are three things that last;
Faith, Hope and Love; and the greatest of these is love'.**

The First letter of Saint Paul to the Corinthians, chapter 13 verse 13

MISSION STATEMENT

"In Him we live and move and have our being" - Acts 17

**This school is an overtly Catholic community of faith.
It bears witness to the Gospel values of mutual respect, love, forgiveness, hope
and the development of the gifts and abilities which each one of us has.**

**The mutual active support of staff, children, parents and governors is needed
to put these values into practice in the day to day living of the school.**



 Wolviston Mill Lane, Billingham, TS22 5LU

 office@stpauls.bhcet.org.uk

 (01642) 360022

 stpauls.bhcet.org.uk



St Paul's
Catholic Primary School



A Proud Member of
**BISHOP
HOGARTH**
Catholic Education Trust

Head Teacher: Sheena Sinclair

Dear Parent, Carers and families

We would like to extend a warm welcome to you and your child to St. Paul's Catholic Primary School.

St Paul's School staff and governors are committed to providing an excellent teaching and learning environment for our pupils in an atmosphere enriched by our Christian ethos.


We offer an outstanding range of educational experiences and activities and we measure our success by pupils' gains in academic, social and personal achievement. We ensure that well-being is the highest priority; we aim to educate the whole child. This was confirmed by our Outstanding Ofsted in 2013 and our Diocesan Inspection (2019). 'The wellbeing and personal development of the pupil is at the heart and soul of the school mission'. We have high expectations of all children and continually encourage and support them so that they realise their potential and enjoy school life.

The school endeavours to work in partnership with children and their families and we encourage prospective parents to visit the school whilst it is in session. We encourage you to contact the school to gain further information and to make best use of the information on our website and social media.

St Paul's Catholic Primary School is a member of Bishop Hogarth Catholic Education Trust. Being a member of the trust has formalized the collaboration between schools, sharing a vision to provide the best possible outcomes for all our children. This is an exciting time for all schools involved as there are a wealth of opportunities for children and staff.

This prospectus will offer you an insight into the life of the school giving current information and school policies. I am sure they will help you to understand and support the aims of the school. If you would like to find out more about what we have to offer we will be delighted to assist. Please contact school on 01642 360022 or email office@stpauls.bhcet.org.uk

Yours sincerely,



Sheena Sinclair
Headteacher

In Him we Live and Move and Have our Being

A Message from our Parish Priest

Why do we have Catholic schools? What are you saying yes to when you ask to have your child educated in such a community?

The Church sees her schools as a privileged means of promoting the formation of the whole person. The school is a community in which a specific view of the world, its history, and the meaning of human life is not only taught but also lived. In placing your child in such a Catholic school you choose the whole package for your child, not just the bits you wish. The school is a genuine community that imparts, over and above academic excellence, all the help it can to its members to live a Christian way of life. So in our school the entire programme of formation, both in its content and methods, is reviewed in the light of the vision of reality from which it draws its inspiration, Our Lord Jesus Christ and his Church. Focus mutual respect means service to the person of Christ in each other; co-operation is between brothers and sisters in Christ.

All the members of this community have their part to play - staff, children and parents - and especially parents because you have made the specific choice to place your child in this community.

It is vital to be involved in all of this - in spelling, reading, fundraising, but also the religious development of our children too. As with everything else this cannot be left to the school. The children expect to find some unity between what is said and done in school and what is said and done at home. Life at home needs to support what they experience in school.

This is real parental involvement in a child's education, this is real sharing in ensuring true development.

Fr J Butters
Parish Priest

General Information

St. Paul's is a Catholic Primary School within the Diocese of Hexham and Newcastle providing a Christian education for pupils from the ages 3 to 11 years. We have a 26 place nursery with morning and afternoon sessions. A copy of the nursery information booklet is available upon request. We also offer 30-hour provision for nursery children. Places may be limited due to demand. To check eligibility visit <https://www.childcarechoices.gov.uk/how-to-apply-for-30-hours-free-childcare/>

St. Paul's is an Enhanced Mainstream School (EMS) with a support base for up to six children who have additional SEMH needs. The governors and staff have sought to remove barriers to education for pupils wishing to attend our school. The school has always worked closely with children, families and external agencies to provide full access to the curriculum and life of the school.

The number of pupils on roll in September 2023 is 195. The planned pupil admission number is 30.

The Foundation Stage consists of Nursery and Reception children. Key Stage 1, which consists of children in Year 1 and Year 2, taught in single year groups. Key Stage 2 children are taught in 4 classes of single year groups Year 3 -Year 6.



Our School Aims and Objectives

At St. Paul's we believe that we are all in God's hands. We live in his love.

We show how we listen and understand the teaching of Jesus by how we behave towards each other. We want to show love, kindness, help and care. We will all use and share our talents and help each other to reach our full potential.

- * The school aims to help all children achieve respect for themselves and for each other within the Christian environment of the school.
- * We endeavour to follow the teaching of the Catholic faith whilst at the same time instilling respect for religious and moral values and tolerance of other races, religions and ways of life.
- * We strive to nurture a Christian atmosphere and to develop a living faith through prayer, liturgical celebrations and maintaining strong links with our parish community of St Thomas of Canterbury, Billingham.
- * We aim to provide an ambitious, exciting, well-planned curriculum where new knowledge and skills build on that which has been taught before.
- * We will continue to provide an environment, which enables all members of the school community to develop their talents to the full.
- * We will aim to raise awareness of those less fortunate than ourselves and play an active role by spiritual and practical means.
- * Staff and Governors endeavour to provide every child in this school with an excellent and stimulating curriculum.
- * We aim to have happy, confident children with lively and enquiring minds.
- * We endeavour to create and maintain a supportive, well resourced, pleasant and attractive environment to enhance learning.
- * We encourage a high standard of behaviour, work, attitude and appearance.
- * We aim to provide pupils with opportunities to help them attain their full potential. We
- * encourage pupils to develop an appreciation for the world in which we live.
- * As a community we encourage each child irrespective of ability, age, gender, race or religion to achieve to the best of their ability and to give recognition to these achievements, thereby developing positive self-esteem.
- * Governors and staff (both teaching and non-teaching) will undertake any necessary training to enable them to develop their skills and talents for the benefit of pupils.

Home / School Partnership

This school acknowledges the important part parents play in the education of their children and that they have a major responsibility for helping their children to grow and develop. We will play an active role in supporting them.

The Home School Agreement has been adopted and is set out below:-

| Parents / Carers | Pupils | School |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Uphold the School Mission Statement.</p> <p>Support the academic and social development of your child in the home by setting a good example and helping to promote a positive attitude to school.</p> <p>Uphold the standards of dress, behaviour, attendance and punctuality set by the school.</p> <p>Meet with teachers when requested to discuss the progress of your child.</p> <p>Share with the school any concerns you have about the development of your child with your child's class teacher or the Head teacher as a first course of action.</p> <p>Observe social distancing requests and other temporary adjustments to the school day as requested.</p> <p>Park considerately, respectfully and legally, adhering to any additional requests from school regarding parking.</p> <p>Ensure mobile phones are not used within school grounds.</p> | <p>Uphold the School Mission Statement.</p> <p>Follow the school Code of Conduct:</p> <ul style="list-style-type: none"> • are ready to learn • are respectful to each other and school property • keep ourselves safe in and out of school and online <p>Speak out to stay safe—talk to a grown up about any concerns you have</p> <p>Follow any special class rules to keep myself and others safe</p> | <p>Uphold the Mission Statement.</p> <p>Value the children, their work and their talents.</p> <p>Provide a safe environment where children can develop socially and academically.</p> <p>Educate children to the best of our ability along planned routes, from Government or other agencies, as the school sees fit to be in the best interest of its pupils.</p> <p>Provide information to parents about the education of pupils in general terms and specific progress reports at regular intervals.</p> <p>Contact parents at an early stage when a problem, academic or social occurs.</p> <p>Make staff available to resolve problems at the earliest opportunity.</p> <p>Ensure the learning menu compliments class learning.</p> |

Parental Concerns

Parents are welcome to discuss children's progress and welfare at any time. Prior notice is helpful in order to allow teachers to set aside quality time.

Arrangements for visits to the school by Prospective Parents

Prospective parents are encouraged to look around the school and nursery prior to submitting an application for their child. Parents should contact the school office to arrange an appointment.

Applications for nursery should be forwarded to the school. Once an application has been received the school will acknowledge receipt in writing, within 7 working days. It should be noted that admission to the Nursery does not mean automatic admission to the school.

The Directors of Bishop Hogarth Catholic Education Trust is the Admissions Authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements.

Further information about applying for a place in school is available from the Local Authority Admissions Section, PO Box 228, Municipal Buildings, Stockton-on-Tees or you can visit the website at <https://stockton.gov.uk/school-admissions-introduction> Prior to you applying for a school place we will circulate a copy of the School Admission Policy to enable you to read and understand the criterion. You will be asked to sign a form confirming that you have read and understood the policy.

Appeals procedure

If a place is not granted and parents wish to appeal against the decision, details of the procedure can be obtained from the Local Authority Admissions Section.

Moving into School

At St. Paul's we have a single intake of pupils into the Reception Class in September each year.

Once an application has been successful all children whose 5th birthday is between 1st September and 31st August of the following year will be admitted into school.

We have a very successful induction programme where the new starters and their parents/carers will be invited to visit the Reception Class in the term before they start school to meet their teacher and the other children. This includes an opportunity for parents and children to stay for lunch. Children also have informal visits. This helps to introduce the child to their new environment and ensures a smooth and happy transition.

The Foundation Stage Leader Mrs Cooke will meet parents and give them information about their child's first year at school.





About the School Building

The school was opened in 1969 and a nursery was added in 1995.

The building is single storey and in addition to teaching areas includes hall, dining hall, kitchen and offices. An accessibility audit has been carried out and in line with current legislation an accessibility plan has been formulated. We are committed to ensuring that the school provides full access for all children to all areas of the school and grounds.

Extended Schools

At St Paul's we are delighted to be able to offer a range of high quality extended services for the families of our school and the local community in a purpose built childcare facility which was built in 2010. This ensures that parents are confident that their children are provided with excellent provision outside of school hours including:-

Breakfast Club runs from 7.30am Monday – Friday.

Wraparound After-School Club runs from the end of the school day until 5.15pm.

Term Time only.

Staffing will be provided by four of our school Teaching Assistants; Mrs Ellison, Miss McCue, Miss Hewitt and Miss Wood. All members of staff are a well-established part of our St Paul's family, so you can expect the same quality of care as your children receive in school. All staff have up-to-date Safeguarding and First Aid qualifications.

For more information please contact the school office.



Health & Safety / Security at School

Regular audits are carried out at the school and recommendations implemented. Governors constantly monitor security in conjunction with the LA to ensure the welfare of pupils, staff and visitors to the school. We regularly look at ways to improve security at the school and have introduced a variety of security measures:

- * All external doors have security locks.
- * Children are instructed that they must never open external doors to admit anyone to the building but must seek the assistance of an adult.
- * As part of the school safeguarding children procedures all staff including supply teachers have enhanced DBS clearance.
- * To ensure the safety of the children all visitors must report to the main entrance of the school where photographic proof of identity and an enhanced DBS certificate is required prior to allowing entry to the school premises and grounds.
- * Smoke/Intruder Alarm
- * There is security fencing to the perimeter of the school.
- * Internal security gates have been installed to restrict access.
- * The school operates a meet and greet welcome as children arrive each day.
- * The school is part of the local link message system between schools which alerts us immediately to any significant incidents.
- * Regular patrols of the school grounds are undertaken to remove litter or other unwanted items. The school has an Emergency Plan, the aim of the plan is to help staff respond effectively to an emergency at school.
- * The use of mobile phones is prohibited in the school and within the perimeter of the school. There are designated areas within the school where mobile phones can be used.

Smoking/Vaping Policy

The school has a no smoking and vaping policy, this extends to the external area around the perimeter of the school.

Breakages

If there is clear evidence that a pupil has damaged school property (e.g. broken a window or defaced, damaged or lost education equipment such as a textbook belonging to the school), parents are requested to meet the actual replacement cost.

The School Staff

St. Paul's has an enthusiastic and highly motivated staff. The expertise and dedication to the school is evident. In the academic year 2023 / 2024 St. Paul's will have 12 teaching staff including some part-time. The whole school benefits from our excellent support staff including teaching assistants, administrative, catering and cleaning personnel. We offer additional instrumental tuition for violin, cello and brass and specialist Music and French tuition.

Headteacher

Mrs S Sinclair

Deputy Headteacher/SENCO/Support Base Lead/Mental Health First Aider

Mrs ML Peacock

Early Years

| | |
|----------------|---------------------------------------|
| Mrs R Cooke | Reception Teacher, Early Years Leader |
| Mrs M Craft | Nursery/Reception/Year 1 Teacher |
| Mrs J Williams | Nursery Teacher |

Phase 1

| | |
|-------------------|------------------------------------------------|
| Ms K Bowes | Year 1 Teacher |
| Mrs R Miller | Year 2 Teacher/Phase 1 Leader (Years 1, 2 & 3) |
| Mrs S Tattersdill | Year 2 Teacher |
| Miss L Allinson | Year 3 Teacher |
| Mrs A Lankford | Year3/Support Base Teacher |

Phase 2

| | |
|--------------------------------|------------------------------------------------|
| Mrs P Pemberton/Mr Hayler | Year 4 Teacher |
| Miss S Wilberforce/Mr M Hayler | Year 5 Teacher |
| Mrs V Wilson | Year 6 Teacher/Phase 2 Leader (Years 4, 5 & 6) |

Support Base

| | |
|---------------|------|
| Mrs SJ Davies | HLTA |
|---------------|------|

Music

| | |
|---------------------------|---------------------------|
| Mrs Natalie Taylor | Tees Valley Music Service |
| Peripatetic Music Teacher | Violin, Guitar, Keyboard |

Languages

| | |
|-----------------|-----------|
| Madame R Sonley | Lingotots |
|-----------------|-----------|

Leading Support Staff

| | |
|---------------|--------------------|
| Mrs J Bell | Teaching Assistant |
| Mrs R Ellison | Teaching Assistant |
| Miss R Hewitt | Teaching Assistant |
| Mrs M Jones | Teaching Assistant |
| Mrs R Mavi | Teaching Assistant |
| Miss J McCue | Teaching Assistant |
| Mrs A Ronan | Teaching Assistant |
| Miss E Wood | Teaching Assistant |

Administration

| | |
|------------------|---------------|
| Mrs W Millington | Admin Support |
| Mrs L Sharkey | Admin Support |

Building

| | |
|-------------|-----------|
| Mr P Hurren | Caretaker |
|-------------|-----------|

Catering

| | |
|------------------|--------------------|
| Mrs V Earl | Cook |
| Mrs Y Bedlington | Catering Assistant |
| Ms C Love | Catering Assistant |

Traffic

| | |
|--------------|-----------------|
| Mrs J Clough | Crossing Patrol |
|--------------|-----------------|

Staff Training and Development

The school sees investment in training for all staff as a high priority. The comprehensive training opportunities available ensure that at St. Paul's we have a highly skilled workforce able to manage changes to the curriculum and embrace new initiatives thus providing a challenging and stimulating curriculum for our pupils.

The Curriculum

The Curriculum is taught in 3 Key Stages - Foundation Stage, Key Stage 1 and Key Stage 2. The Foundation Stage includes Nursery and Reception aged children. Key Stage 1 consists of children in Year 1 and Year 2. Key Stage 2 includes Year 3 to Year 6 children. The subjects included are Literacy, Numeracy, Science, ICT, Religious Education, Art, Design Technology, History, Geography, Music, Physical Education and Modern Foreign Languages (French).

Subjects are taught separately but have cross-curricular links, wherever possible. We ensure that children have access to relevant, purposeful, carefully planned curriculum.

Further information can be found on the school website.

Early Years Assessment

A 'Welcome Pack' is given to parents of children starting nursery. This includes a request for a copy of the child's two year check and also a questionnaire for parents to share information about the child. This provides us with first hand initial assessment from the parent/carer as they are the child's first teachers.

All staff who work in the Early Years environment contribute to the assessment of the children. Baseline assessments for the children during the first six weeks of starting our setting help us to align them with the Early Years Profile. Throughout the children's time in the Early Years the profile is continuously updated. In the summer term of Reception the outcomes of the profile in accordance with government guidelines are returned to the Local Authority. In addition to the school's internal assessments, we are required to complete the statutory Reception Baseline Assessment (RBA) within the first 6 weeks of Reception.

Foundation Stage Profiles

At the end of the year the EYFS profile provides a summary of every child's development and learning achievements including whether they have reached a 'Good Level of Development' (GLD). Children are assessed against the Early Learning Goals (ELG) by the class teacher - who uses the exemplification documents, and their knowledge of the children to make a 'best fit' judgement. These are Expected (meeting the ELG) and Emerging – not yet meeting the expected level. Outcomes are always shared with parents and form part of transition discussions between teachers to ensure the Year 1 curriculum builds outcomes from the end of Early Years

Phonics Screening

In the summer term the Year 1 children undertake the statutory phonics screening check.

Statutory Assessment Tests (SATs) and Assessment

The school is required by law to administer SATs at the end KS2.

Key Stage 2 children in Year 6 take part in the National Key Stage 2 tests. The children are tested in reading, spelling, punctuation and grammar and mathematics. The tests normally take place in May and the scripts are sent off to external markers. The results are normally received in school towards the end of the summer term. A Teacher Assessment judgement is made for writing and science.

Teacher Assessment is an ongoing process in all year groups and informs next steps of learning. Throughout the year teachers make judgements about standards that are based on a list of things that children should be able to do at a particular age (age related expectations). During the year these judgements are shared with pupils and parents.

Although the results obtained are an indicator of one important aspect of school life, we feel that parents should consider the broader picture. At St Paul's we aim to develop and nurture the whole child and help them achieve their full potential.

Special Educational Needs

At St. Paul's all children are valued equally and their achievements celebrated. Early identification is vital to ensure that every child is given the support he/she needs to reach their full potential emotionally, academically and socially.

The staff and governing body aim to ensure that all pupils are given equal access to all areas of the curriculum. We have strategies in place in our accessibility plan to ensure that staff undergo appropriate training and professional development.

The school has a significant amount of expertise and resources which are used to benefit all pupils with special needs. If a child has been identified as requiring additional support in certain areas of the curriculum we are able to offer small group settings with specialist input. On occasions children will receive support from a range of specialised providers, such as Speech and Language Therapists, Occupational Therapists etc. This support is financed from the SEN element of the school budget.

Thrive

We have adopted the Thrive Approach in our school.

Thrive is a dynamic, development and trauma-sensitive approach to meeting the emotional and social needs of children and young people. It is proven to improve attendance, behaviour and learning outcomes.

Please see our website for further information around the Thrive Approach

Pupil Premium

The 'Pupil Premium' is direct government funding for schools designed to ensure that all pupils make the best progress possible and narrow the attainment gap, regardless of their socioeconomic background. A sum of money is given to the school for each pupil on roll who is currently or who has ever been in receipt of 'Free School Meals'.

Parents are requested to contact the free school meals checking service by visiting <https://www.gov.uk/apply-free-school-meals>

Music - TVMS

The school curriculum is delivered by Tees Valley Music Service. We believe at St Paul's that music adds both colour and balance to the school curriculum. It brings together both intellect and feeling, helping the children to understand themselves better and relate to one another through the universal language of music. Through school productions, music can help to forge better links between home, school, parish and the wider world. Many musical activities can also increase self-discipline, creativity and aesthetic sensitivity with the child.

Here at St Paul's School, we recognise that every child has some degree of musical talent which we strive to discover and then develop through the effective implementation of the main aims of our music policy document and using a whole range of exciting and enjoyable activities.

The Tees Valley Music Service provides string and brass lessons in school.
These are subject to charging by the Service

St. Paul's R. C. Primary School
Management Board

| Governor | Name | Position |
|-----------------|-----------------|-------------------------------------------------------------------------------------------------------|
| | Mrs S Sinclair | Headteacher |
| | Mr M Scott | Chair Finance |
| Foundation | Mr C Dos Santos | Special Education Needs/Community Link |
| | Mrs S Gunston | School Improvement and Curriculum (including Pupil Premium) |
| | Mrs S Hanson | Catholic Ethos |
| | Mrs R Petch | Vice Chair Attendance and Behaviour |
| Parent | Mrs G Wright | Premises/Health & Safety |
| Other | Mrs L Stockton | Safeguarding/Looked after Children/ School Improvement and Curriculum (including Pupil Premium) |
| Staff | Mrs ML Peacock | Deputy Headteacher/SENCO |

Homework Policy

St. Paul's operates a Homework Policy of providing children with homework, which will prove beneficial to their educational development (a copy is available upon request).

Parents Evenings

Formal parents evenings are held in October/November and March/April each year using an appointments system. However, if at any time you have any queries or concerns about your child's welfare or progress please contact the school immediately to arrange an appointment.

Reports

Pupils will receive a written report annually towards the end of the summer term.

Swimming

Year 4 children have the opportunity to visit the Forum swimming pool on a termly basis. The sessions are delivered in 2 week blocks each term. Children who have not gained their 25m swimming goal will have a further opportunity to do so in Y5 or Y6.

Extra-curricular Activities.

Our after-school clubs are in line with our commitment to maximise opportunities for children to be physically active. We want children to have fun, learn new physical skills and also develop their social skills. We offer a diverse menu of activities including: Multi Sports and Dancing We also develop children's teamwork skills through Football and Netball clubs. This enables children to compete against other schools.

To enrich our curriculum, we also offer Lingotots for our younger children to learn French.

Student Council

The school has a vibrant and hardworking Student Council made up of children from Year 2 to Year 6 (elected by their peers) and also includes 1 staff member.

The Council meet on a regular basis to discuss current issues or concerns they may have. The minutes are circulated to the Headteacher and staff then acted upon accordingly. The work of the council is extremely important in ensuring that children have a 'voice'. Representatives from the council report to the governing body annually on the issues they have been addressing throughout the year.

Transfer to Secondary School

Normally all Roman Catholic pupils will transfer to St. Michael's Catholic Academy. It is important to note that admission to St. Paul's does not guarantee an automatic admission to St. Michael's. Pupils will be required to apply to St. Michael's at the appropriate time. The links that exist between St. Paul's and St. Michael's are extensive and ongoing. Pupils and staff from St. Michael's visit the school and work with our pupils. The Y6 children who will be moving to St. Michael's visit there on a number of occasions before they transfer at the end of the summer term. From time to time children transfer to other secondary schools in the area and we have developed close liaison to ensure a smooth transition for these pupils.

Personal, Social, Health Education(PSHE), Relationship Education

Through these subjects we support all children to be happy, healthy and safe and be equipped for adult life and to make a contribution to society.

The school teaches Relationship Education within the context of PSHE curriculum. Within the context of Church teaching five themes – moral, spiritual, physical, emotional, social – are explored and taught through a variety of topics and with the full consultation and involvement of parents. The school deals factually with all aspects of health and hygiene and try to answer children's questions in a straightforward manner suitable to their age. We also teach children how to keep themselves safe, to be good citizens and develop self-confidence and self-esteem, (a copy of the PSHE and School Child Protection Policy is available upon request).

Online Safety

As part of the curriculum entitlement pupils have access to the internet. Safe use of the internet is taught throughout the curriculum and there is a specific Online Safety day each year. Our website provides additional resources for parents and pupils. An internet permission slip is signed by parents/carers to authorise use of the internet in school.

Sports Council

The sports council are an elected group of children who work together to help improve sporting opportunities across the school. The Council meet regularly to discuss current sporting events and write reports and blogs on the success of the teams. Their reports are displayed around school and blogs are accessed on The School Games website. The council monitor the sporting resources and help organise fundraising events to replace equipment.

Pupil Information Forms/Emergency contacts

Pupil information forms should be completed when a child starts school. Home and personal details, emergency contact numbers, medical information etc. must be updated regularly. The information on these forms is treated in a confidential manner.

The school uses a texting and emailing service to relay information at short notice. Please inform the school of any changes to mobile phone numbers.

Medical Information

It is important that school staff are aware of any medical conditions a child may have e.g. asthma, allergies. If your child has a medical appointment e.g. dentist, hospital you must complete a medical appointment form (available from the school entrance porch) and return it to the class teacher.

Administration and Storage of Medication in School

The school does not administer prescribed or non-prescribed medication to pupils. This excludes children who are on long term medication or those with a long term medical condition. Parents should ensure that wherever possible, medication is prescribed so that it can be taken outside the school day. Where prescribed medication needs to be taken within the school day e.g.: medication that is taken 4 times a day, the school will administer. Parents/carers must complete an Administration of Prescribed Medicines in School Consent Form. Medication cannot be administered without signed consent.

Health & Wellbeing



We recognise the need for staff and children to be encouraged and supported to look after their mental health and wellbeing. We have a school offer of support that outlines the provision in place to ensure our school community is able to thrive. This can be viewed on our website along with a range of different services to support health and mental health and wellbeing.

We can also provide support through Alliance Psychological Service for any issues relating to emotional wellbeing and anxieties.

Our school nursing service provides support around hygiene and toileting, as well as advice around nutrition and medical conditions. General Enquiries – 0333 320 2302

Growing Well Growing Healthy Service



The Growing Well Growing Healthy team are a team of Specialist Public Health Nurses and Lifestyle Coaches that offer children, young people and families individualised tailored programmes to address weight, healthy eating and lifestyle issues, as part of the 0-19 Growing Healthy Service Stockton on Tees (Health Visiting/ Public Health Nursing).

This service operates between 8am-8pm and Parents/Carers can easily self-refer into the team by contacting us on 0333 320 2302 or can be referred through your GP, Health Visitor or Public Health Nurse.

Billingham Family Hub

<https://www.facebook.com/SOTfamilyhubs>

Our school well-being dog

After much consideration and research about the benefits of a having a school dog, Mabel the Cockapoo joined our St Paul's School family in November 2020.

We chose to introduce a school dog because of the many benefits we had heard about. Mabel has had a very enthusiastic welcome to school. She loves stories and nursery rhymes, she loves being stroked and talked to, she loves being walked around the school grounds by our older children and a game of fetch with her favourite ball is so much fun. Most of all, Mabel loves welcoming everyone to school each morning. She wags her tail happily and there's a smile on everyone's face to start the day.



In an Emergency

Although the majority of children go through school without any problems, the occasional emergency does occur. There are trained first-aiders on the staff to deal with minor ailments or injury. If a child feels unwell during the school day it is important that parents are familiar with procedures the school adopts on such occasions.

It is vital that addresses, home telephone numbers and emergency numbers (e.g. a relative to contact when parents/carers cannot be contacted) are recorded on the pupil information forms when the child enters school and updated when necessary.

- * If a child is slightly ill, or suffers a minor accident, the normal procedure is to allow the child time to recover away from the classroom situation.
- * If it appears to be more serious, or if it is considered the child needs to be at home the parents or emergency contact person will be contacted by telephone and asked to collect the child.
- * If a child suffers a head injury, parents will be contacted by telephone and the course of action will be agreed with the parents.
- * If the incident is considered serious - or could become more serious - illness or accident, such as a head injury or fracture or other symptom, which the staff consider serious, transfer to hospital might be considered. The parents will be informed and the school will take whatever actions considered appropriate for the welfare and well-being of the child. Where necessary the Headteacher would accompany the child to hospital.

| Health Surveillance Programme for Primary Schools | |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Reception Class | Hearing Test, Vision Screening, Height and Weight Screening/ Influenza Vaccine/Nasal Spray (Optional) |
| Year 1 | Influenza Vaccine / Nasal Spray (Optional) |
| Year 2 | Influenza Vaccine / Nasal Spray (Optional) |
| Year 3 | Influenza Vaccine / Nasal Spray (Optional) |
| Year 4 | Influenza Vaccine / Nasal Spray (Optional) |
| Year 5 | Influenza Vaccine / Nasal Spray (Optional) |
| Year 6 | Hearing Test, Vision Screening, Height and Weight Screening/ Influenza Nasal Spray (Optional) |

Discipline and Pastoral Care

The aim of the school is to foster self-discipline, in the interest of safety, good order and consideration of other pupils' rights. In the case of prolonged poor behaviour parents would be informed, and invited to school to discuss a plan of action. We operate a positive approach, highlighting and rewarding good effort and good behaviour, with children expected to play a part in general school duties. Experienced school staff undertake lunchtime supervision. A copy of the Behaviour Policy is available from the school website.

Bullying

Bullying is not condoned at St. Paul's and the school takes a strong stance on any forms of bullying. All staff are very aware of its responsibilities for the well-being and welfare of the children. A copy of the school anti-bullying policy is available upon request.

Child Protection & Safeguarding

Our whole school community is committed to ensuring the safety and wellbeing of our pupils. The school Child Protection Policy aims to provide clear direction to staff and others about expected codes of behaviour in dealing with Child welfare concerns. The policy also aims to make explicit the school's commitment to the development of good practice and sound procedures to keep children safe in our school. St Paul's School fully recognises the contribution it can make to keeping children safe and supporting the pupils in its care.

St Paul's School is committed to respond in accordance with Child Protection: Hartlepool and Stockton-on-Tees Safeguarding Children Partnership (HSSCP) procedures and partner agencies in all cases where there is a concern about significant harm.

A copy of the school Child Protection Policy is available on the school website. The Designated Safeguarding Lead is Mrs S Sinclair and our Deputy Safeguarding Leads are Mrs ML Peacock and Mrs R Cooke.

Equal opportunities

The school has an Equality Policy available upon request. To comply with this legislation we are required to keep records of racial or homophobic incidents.

Religious Education

The school's aim is to assist all pupils in their faith development through an understanding of spiritual values and dimensions. There will be a systematic progression in awareness of God, of the beliefs and worships of the Roman Catholic Church, of personal and moral values and relationships, of issues of justice with a broad awareness of other worships and beliefs. All children will have opportunities to participate in special events e.g. Masses and Liturgies.

Prayer and Liturgy

As a Catholic, school children are encouraged to take part in all aspects of the school life. However, parents do have the right to withdraw their children from if they so wish. This must be done by a formal request to the Headteacher and after discussion and consultation an agreement would be drawn up for alternative activities during these times.



Procedures at the start of the school day and home time

To ensure a smooth beginning to the school day, we implement a 'meet and greet' welcome to each child. Children should enter school from the Thames Road entrance. (Year 3 children should use the main entrance). PARENTS ARE RESPONSIBLE FOR THEIR CHILDREN UNTIL THEY COME INTO SCHOOL.

The gate into the playground is opened by either the Headteacher or Deputy Headteacher who welcomes each child at 8.40 am. Children come straight into school and are then welcomed into the classroom by their teacher. The gate closes at 8.50 am which is the beginning of the school day. Any pupil arriving after this time must come into school via the main entrance on Wolviston Mill Lane.

If a Y6 pupil has permission to walk home unattended then their parents must notify the school office in writing. We also request that if collection arrangements change or if someone is collecting your child who we do not know, you telephone school or pass on a message to their class teacher or to the Headteacher, Deputy Headteacher at the beginning of the day.

Lateness and collection can be very distressing for children. We ask you therefore to ensure that your child is at school on time and collected promptly at the end of the day.

Should unforeseen / exceptional circumstances prevent your child being met on time please try your best to telephone school and alert us of the situation.

Timing of the School Day

Our school day begins at 8.50am. Teachers will plan and deliver lessons throughout the day. We have flexible morning break times (15 minutes) and a staggered lunch time break of one hour. Younger children in KS1 also have an additional 10 minute break during the afternoon. School finishes at 3.15pm.

Punctuality

Punctuality is important. It enables the children to settle into the routine of the school day. Persistent lateness at the beginning of the school day is also disruptive to other pupils.

Attendance

We are committed to providing a full and effective education for all children so they can achieve their full potential. Regular attendance is essential for a good education and therefore a priority.

In the 2022-2023 academic year attendance was 95.1%. We acknowledge parents support in following the school procedures which are as follows:

- * If a pupil is unable to attend parents should telephone the school by 9 am on the first day of absence.
- * If no contact or message is received from parents by 9.20 am the school will telephone or try to make contact to confirm the absence. If we are unable to contact anyone then we will follow our 'children missing from education' procedures.
- * When the child returns to school, he/she should bring a note explaining the reason for absence as by law the school must account for all absences. Forms are available in the school porch.
- * If a child is going to be absent from school for a medical appointment a Medical Appointment form must be completed and returned to their class teacher. Forms are available from the entrance porch.

Leave of Absence in Term time

The school follows the Local Authority's policy and procedures for considering term time absence. The Governing Body's aim is to encourage good attendance so that the children achieve the best educational outcomes.

Following guidance from the Department for Education (DfE) the Governing Body has agreed to delegate authority to the Headteacher to determine the authorisation of Leave of Absence from school during term time. Term time holidays will not be authorised.


The Headteacher will consider each application for leave of absence on a case by case basis and will inform parents/carers, in writing, of the decision.

Amendments to the 2006 Regulations remove references to family holiday and extended leave. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. **Please do not book your holiday during term time.**

Where families do not complete a Leave of Absence request form before they take time away from school, this becomes safeguarding concern and we must refer the missing child/children to the Local Authority.


Please make sure we know where your child is if they are not in school. It is parental responsibility to contact the school office by 9am if your child is going to be absent for any unforeseen reason.

Our Attendance policy is available on the school website.



ATTENDANCE


Every School Day Counts!



5 Minutes late each school day

=

3 school days lost each year



Every day your child is absent impacts on their education and academic achievement

There is a clear link between attendance and attainment

| | | | | | | |
|------------|---|-------------|---|--------------|---|----------------|
| 95% | ↔ | 9 | ↔ | 2 | ↔ | 50 |
| Attendance | | Days Absent | | Weeks Absent | | Lessons Missed |
| 90% | ↔ | 19 | ↔ | 4 | ↔ | 100 |
| Attendance | | Days Absent | | Weeks Absent | | Lessons Missed |
| 85% | ↔ | 29 | ↔ | 6 | ↔ | 150 |
| Attendance | | Days Absent | | Weeks Absent | | Lessons Missed |
| 80% | ↔ | 38 | ↔ | 8 | ↔ | 200 |
| Attendance | | Days Absent | | Weeks Absent | | Lessons Missed |
| 75% | ↔ | 48 | ↔ | 10 | ↔ | 250 |
| Attendance | | Days Absent | | Weeks Absent | | Lessons Missed |
| 70% | ↔ | 57 | ↔ | 11.5 | ↔ | 290 |
| Attendance | | Days Absent | | Weeks Absent | | Lessons Missed |
| 65% | ↔ | 67 | ↔ | 13.5 | ↔ | 340 |
| Attendance | | Days Absent | | Weeks Absent | | Lessons Missed |

Missing School = Missing Out!

School Uniform Table – Uniform is available from Rawcliffes. And Motif 8 Embroidery and Print Ltd

| Winter Uniform | Summer Uniform |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Grey skirt, pinafore dress or school trousers White or blue shirt/blouse School tie School sweatshirt or grey cardigan / jumper | Grey skirt, pinafore dress, red checked dress school trousers or shorts White or blue polo shirt School sweatshirt or grey cardigan / jumper |
| Footwear | Sportswear |
| Sensible black school shoes must be worn at all times (no trainers or open toed sandals). Shoes should fit securely. If children wear boots to school they will need to change into plimsolls indoors. | Grey joggers (available with school badge) Red sweatshirt or red tracksuit top (available with school badge and St Paul's written on back of tracksuit) Yellow PE top Red shorts Trainers |
| Swimming | |
| Year 4 children will require a swimming costume for the swimming sessions. Boys must wear trunks not swimming shorts Swimming caps must be worn | St Paul's Catholic Primary School believes that a consistent school uniform policy is vital to promote the ethos of the school and provide a sense of belonging and identity for all pupils, regardless of their protected characteristics or socio-economic circumstances. This policy lays out the measures the school has taken to ensure a consistent, fair and inclusive uniform policy, and to implement a uniform that reflects the needs of all pupils, and is affordable and the best value for money for the school and pupils' families. We believe that pupils learn most effectively and achieve their best outcomes when they are comfortable, able to be themselves, and dressed in such a way that sets an appropriate tone for education. |

School uniform must be worn at all times. All clothing should be clearly labelled with your child's name. Winter uniform must be worn after the October half term holiday. Summer uniform may be worn after the Easter Holiday. No extremes of hairstyles or uniform will be acceptable. No jewellery, makeup or nail varnish should be worn. However, watches are permitted.



On PE days **all children** are requested to come to school in their PE kits and stay in their kits all day

Sporting Opportunities

At St Paul's we aim to provide a broad and balanced P.E. curriculum to aid children's increasing self-confidence. We believe that through the variety of opportunities that PE offers, children can develop a sense of personal achievement, fair play, teamwork and competitive participation.

Through the Government Funding for sport, the school provides opportunities for pupils to work with PE specialists.

Different experiences for different age groups ensure all children will get a range of appropriate challenges as they move through the school. The school has been awarded the Gold School Games Mark recognising the excellent sporting opportunities, achievements and participation available at the school. In addition, we have received the Youth Sport Trust Gold mark in recognition of a high quality PE Curriculum and whole school commitment to the health and well-being of our children and staff.



Sun Protection

During summer months we ask parents to ensure that children are protected from the sun. We suggest applying sun cream before school and also a sun hat and long sleeved top to wear during outdoor playtimes.

Road Safety/Parking

As with most schools today the area around the school does get very congested with traffic at the start and finish of school. Parents are asked not to park in the Lane or use the school car park for "dropping off" children. There is no parking on either side of Thames Road opposite the school or near the corner of Wolviston Mill Lane. For the safety of the children please do not park in restricted areas. (A map of restricted areas is available from the school).

Pupils and parents are requested to cross the road with the school crossing patrol - Mrs J Clough.

We encourage families to walk, ride or scoot to school whenever possible.

Parent Volunteers

Please apply to the Headteacher if you would be interested in volunteering in school. In line with school safeguarding procedures an enhanced DBS clearance is required.

Parent Information Board

A parent information board is located in the main entrance of the school. Letters and notices are displayed for parents' information. Copies of letters and current school information is also available on the school website at

<https://stpauls.bhcet.org.uk>

School Meals

The school meals on offer at St. Paul's are of an extremely high standard. Each day the cook prepares 3 varieties of meal (meat option, vegetarian option and sandwich option). The children decide which meal they would like every day in class which is then sent to the kitchen. To support the children through this process and encourage them to select a meal they will enjoy, the menus are uploaded onto the school website for parents information.

The 'Universal Infant Free School Meal Scheme' entitles every Reception, Year 1 and Year 2 child to a free school meal each day.

The school uses a secure service provided by Bromcom called My Child at School (MCAS) to pay for school meals. MCAS offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school you can create one single account login for all your children.

Making a payment is straightforward. Simply log-on to <https://www.mychildatschool.com/MCAS/MCSParentLogin> enter your security details; and you can then see any outstanding payments for your child(ren).

MCAS holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away.

Charging

Educational visits and activities are organised out-of-school to support the work done in school and they form a vital part of each child's development.

The school policy is that we do request a voluntary donation towards costs, but that no child will be excluded because of lack of such a donation. In the event of insufficient financial support, the visit would be cancelled.

Packed Lunches

The children are encouraged to bring a healthy packed lunch to support their knowledge and understanding of the need for a healthy diet. No sweets or fizzy drinks are allowed. No items which may contain nuts should be included. A portion of fruit/vegetables should be included.

Water Bottles

Children are required to bring water bottles to school for use during the school day. Please note the bottles must be labelled with the child's name and taken home each evening. They must be filled with only water or sugar-free squash. If your child has a packed lunch, they require a separate drink in their lunch box.

National Fruit Scheme

The school is a member of the National Fruit Scheme. All children from Nursery to Year 2 receive a free piece of fruit each day. Children in KS2 may bring a piece of fruit for morning break time.

Nursery & School Milk

The nursery and school is part of the Free School Milk scheme for children under 5 years. Each child is eligible to receive a 1/3 pint (189ml) portion of milk each day that they attend up to their 5th birthday. The school also offers the facility for children over 5 years who can purchase milk if they so wish. This facility is offered online by "Cool Milk" at www.coolmilk.com. Further details can be obtained from the school office.

Friends of St. Paul's

The Friends of St. Paul's is a long established organisation of parents which assists the school in social events, many of which incorporate a fund raising element. In recent years the group have pledged their support for large projects including the playground extension, the nursery refurbishment, ICT equipment and numerous other resources. These projects have required a substantial financial commitment and the group are to be congratulated on their continued enthusiastic approach to the challenge.

School/Church/Parish Links

Holy Rosary Church, 2 Grosmont Drive, Billingham. Telephone: 01642 553118

Our Parish is St Thomas of Canterbury. The Parish Priest is Reverend Fr. J Butters who visits the school regularly and is very supportive. The school and church work in partnership e.g. First Sacrament preparation, charity appeals, Masses. Copies of the weekly Parish News Bulletin are displayed at strategic points around the school.

Mass Times

St John the Evangelist – Saturday 17.00 pm

Our Lady of the Most Holy Rosary – Sunday – 10 am

Both Masses usually include a children's liturgy

Publication Scheme

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available on our Website to download and print off or is available in paper form. Some information which we hold may not be made public, for example, personal information. The Publication Scheme conforms to the model scheme for schools approved by the Information Commissioner. Please note that the information in this Prospectus which was prepared and published in September 2020 relates to the school year 2020/2021 and that the particulars it contains about the school year were correct at the time. It must not be assumed that there will be no changes affecting the relevant arrangements on certain matters before the start of or during the school year or in respect of subsequent school years, arising for example from variations in Government and Local Authority policy for education.

Complaints about the school curriculum and other related matters

The Trust has established a procedure for considering complaints from parents/carers. A copy of the Trust Complaints Policy is available from the school however it is hoped that parents would raise any concerns they might have with the Headteacher in the first instance.

School Holiday and Term Dates 2023 - 2024

| | AUGUST 2023 | SEPTEMBER 2023 | OCTOBER 2023 | NOVEMBER 2023 | DECEMBER 2023 | JANUARY 2024 |
|-----------|---------------|----------------|---------------|---------------|---------------|---------------|
| Monday | 7 14 21 28 | 4 11 18 25 | 2 9 16 23 30 | 6 13 20 27 | 4 11 18 25 | 1 8 15 22 29 |
| Tuesday | 1 8 15 22 29 | 5 12 19 26 | 3 10 17 24 31 | 7 14 21 28 | 5 12 19 26 | 2 9 16 23 30 |
| Wednesday | 2 9 16 23 30 | 6 13 20 27 | 4 11 18 25 | 1 8 15 22 29 | 6 13 20 27 | 3 10 17 24 31 |
| Thursday | 3 10 17 24 31 | 7 14 21 28 | 5 12 19 26 | 2 9 16 23 30 | 7 14 21 28 | 4 11 18 25 |
| Friday | 4 11 18 25 | 1 8 15 22 29 | 6 13 20 27 | 3 10 17 24 | 1 8 15 22 29 | 5 12 19 26 |
| Saturday | 5 12 19 26 | 2 9 16 23 30 | 7 14 21 28 | 4 11 18 25 | 2 9 16 23 30 | 6 13 20 27 |
| Sunday | 6 13 20 27 | 3 10 17 24 | 1 8 15 22 29 | 5 12 19 26 | 3 10 17 24 31 | 7 14 21 28 |

| | FEBRUARY 2024 | MARCH 2024 | APRIL 2024 | MAY 2024 | JUNE 2024 | JULY 2024 |
|-----------|---------------|---------------|--------------|---------------|--------------|---------------|
| Monday | 5 12 19 26 | 4 11 18 25 | 1 8 15 22 29 | 6 13 20 27 | 3 10 17 24 | 1 8 15 22 29 |
| Tuesday | 6 13 20 27 | 5 12 19 26 | 2 9 16 23 30 | 7 14 21 28 | 4 11 18 25 | 2 9 16 23 30 |
| Wednesday | 7 14 21 28 | 6 13 20 27 | 3 10 17 24 | 1 8 15 22 29 | 5 12 19 26 | 3 10 17 24 31 |
| Thursday | 1 8 15 22 29 | 7 14 21 28 | 4 11 18 25 | 2 9 16 23 30 | 6 13 20 27 | 4 11 18 25 |
| Friday | 2 9 16 23 30 | 1 8 15 22 29 | 5 12 19 26 | 3 10 17 24 31 | 7 14 21 28 | 5 12 19 26 |
| Saturday | 3 10 17 24 | 2 9 16 23 30 | 6 13 20 27 | 4 11 18 25 | 1 8 15 22 29 | 6 13 20 27 |
| Sunday | 4 11 18 25 | 3 10 17 24 31 | 7 14 21 28 | 5 12 19 26 | 2 9 16 23 30 | 7 14 21 28 |

| | |
|----------------|--|
| Bank Holiday | |
| School Holiday | |
| PD Days | |

The number of term days shown is 190. The Trust and the School have allocated the equivalent of an additional 5 Professional Development Days for staff which are taken as whole days or twilight sessions. The dates pupils do not attend school are marked in yellow.

School Holiday and Term Dates 2024-2025

| | AUGUST 2024 | SEPTEMBER 2024 | OCTOBER 2024 | NOVEMBER 2024 | DECEMBER 2024 | JANUARY 2025 |
|-----------|---------------|----------------|---------------|---------------|---------------|---------------|
| Monday | 5 12 19 26 | 2 9 16 23 30 | 7 14 21 28 | 4 11 18 25 | 2 9 16 23 30 | 6 13 20 27 |
| Tuesday | 6 13 20 27 | 3 10 17 24 | 1 8 15 22 29 | 5 12 19 26 | 3 10 17 24 31 | 7 14 21 28 |
| Wednesday | 7 14 21 28 | 4 11 18 25 | 2 9 16 23 30 | 6 13 20 27 | 4 11 18 25 | 1 8 15 22 29 |
| Thursday | 1 8 15 22 29 | 5 12 19 26 | 3 10 17 24 31 | 7 14 21 28 | 5 12 19 26 | 2 9 16 23 30 |
| Friday | 2 9 16 23 30 | 6 13 20 27 | 4 11 18 25 | 1 8 15 22 29 | 6 13 20 27 | 3 10 17 24 31 |
| Saturday | 3 10 17 24 31 | 7 14 21 28 | 5 12 19 26 | 2 9 16 23 30 | 7 14 21 28 | 4 11 18 25 |
| Sunday | 4 11 18 25 | 1 8 15 22 29 | 6 13 20 27 | 3 10 17 24 | 1 8 15 22 29 | 5 12 19 26 |

40

35

| | FEBRUARY 2025 | MARCH 2025 | APRIL 2025 | MAY 2025 | JUNE 2025 | JULY 2025 |
|-----------|---------------|---------------|--------------|---------------|--------------|---------------|
| Monday | 3 10 17 24 | 3 10 17 24 31 | 7 14 21 28 | 5 12 19 26 | 2 9 16 23 30 | 7 14 21 28 |
| Tuesday | 4 11 18 25 | 4 11 18 25 | 1 8 15 22 29 | 6 13 20 27 | 3 10 17 24 | 1 8 15 22 29 |
| Wednesday | 5 12 19 26 | 5 12 19 26 | 2 9 16 23 30 | 7 14 21 28 | 4 11 18 25 | 2 9 16 23 30 |
| Thursday | 6 13 20 27 | 6 13 20 27 | 3 10 17 24 | 1 8 15 22 29 | 5 12 19 26 | 3 10 17 24 31 |
| Friday | 7 14 21 28 | 7 14 21 28 | 4 11 18 25 | 2 9 16 23 30 | 6 13 20 27 | 4 11 18 25 |
| Saturday | 1 8 15 22 | 1 8 15 22 29 | 5 12 19 26 | 3 10 17 24 31 | 7 14 21 28 | 5 12 19 26 |
| Sunday | 2 9 16 23 | 2 9 16 23 30 | 6 13 20 27 | 4 11 18 25 | 1 8 15 22 29 | 6 13 20 27 |

35

30

19

35

| | |
|----------------|--|
| Bank Holiday | |
| School Holiday | |
| PD Days | |

The number of term days shown is 190. The Trust and the School have allocated the equivalent of an additional 5 Professional Development Days for staff which are taken as whole days or twilight sessions. The dates pupils do not attend school are marked in yellow and listed below

Monday 2nd September 2024
 Friday 25th October 2024
 Friday 21st February 2025

ST PAUL'S CATHOLIC PRIMARY SCHOOL, BILLINGHAM ADMISSIONS POLICY 2024-25

St Paul's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by the Catholic Education Trust as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Bishop Hogarth Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

Parishes served by the school

The school serves the former parish of Our Lady of the Most Holy Rosary, Billingham to the west of Wolviston Road within the parish of St Thomas of Canterbury. A map of the parish boundaries is available here:

<https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/>

Published Admission Number

The admissions authority has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2024.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

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.

1. Catholic looked after and previously looked after Children (see notes 2 & 3).
2. Catholic Children who are resident in the former parish of Our Lady of the Most Holy Rosary, Billingham to the west of Wolviston Road within the parish of St Thomas of Canterbury. (see note 3).
3. Catholic Children whose home address is within the parish of St Thomas of Canterbury, Billingham (see note 8).
4. Other Catholic Children (see note 8).
5. Looked after and previously looked after children (see note 2).
6. Children who are Catechumens or members of an Eastern Christian Church (see note 4).
7. Children of other Christian denominations whose membership is evidenced by a minister or faith leader (see note 6).
8. Children of other faiths whose membership is evidenced by a minister or faith leader (see note 7).
9. 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 be most appropriately met at this school, the application will be placed at the top of the category in which the application is made. (see note 11)*
- (ii) *The attendance of a sibling 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 9)*

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school, (using the Local Authority's computerised measuring system).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2024.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the Headteacher of the school. The admissions authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Headteacher who has statutory responsibility for the internal organisation, management and control of the school, the admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the Headteacher of the school. The local authority will liaise with the admissions authority that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the admissions authority, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The admissions authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made by contacting the local authority admission team at School Admissions, Municipal Buildings, Church Road, Stockton-on-Tees, TS18 1XE on 01642 526605 or by email at school.admissions@stockton.gov.uk. www.stpauls.bhcet.org.uk

Where there are places available but more applications than places, the published oversubscription criteria will be applied. If there are no places available, a request can be made that the child is added to the waiting list (see above).

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the admissions authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the admissions authority for the current school year. The admissions authority has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The admissions authority reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes and definitions

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A looked after child has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A previously looked after child is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. Catechumen means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. Eastern Christian Church includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

6. Children of other Christian denominations means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. Children of other faiths means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
- A religion which involves belief in more than one God, and
 - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a Supreme Being and an expression of belief in that Supreme Being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. Sibling includes:
- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A parent means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).
11. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admissions authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

This policy should be read in conjunction with the local authority's admission guidance for parents.