

The Holy Spirit Catholic Primary School



# School Prospectus

Headteacher : Mr J McDonald  
Chair of Governors : Mrs. B. Burgess

September 2014 - August 2015



The Holy Spirit Catholic Primary School

Cotterill, Halton Brook, Runcorn, Cheshire. WA7 2NL

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Dear Parents/Carers,

Welcome to the Holy Spirit Catholic Primary School. I hope you will find this prospectus informative and helpful.

All members of The Holy Spirit Family – children, staff, governors and parents – are proud of our school.

We believe we can only achieve the best for your child by close co-operation between home and school. Without the involvement of parents/carers, our task is that much more difficult and less enjoyable. We hope that parents will take a close interest in what their children are doing in school and will encourage learning and its importance in later life.

We are conscious of the necessity to provide our pupils with a broad and balanced curriculum, and constantly review and evaluate the achievements of the school. The Holy Spirit strives to achieve its aims through a good partnership between Governors, Staff, children, Parents and Parish. Most of our Governors are parents, past parents or members of our Church community. We believe that this improves the level of co-operation and the sense of shared commitment and responsibility.

We would be pleased to have the opportunity to show prospective parents around our school when the atmosphere and ethos can be seen at first hand. We welcome this as an opportunity to explain our aims and to be able to answer any questions that you may have.

J McDonald

Headteacher

# Mission Statement



*A journey of understanding, inspiration and hope.*

Together we build community by being Christ for all and seeing Christ in all.

Therefore, we commit ourselves to providing a safe, happy and caring environment into which children and their families will find they are always welcomed. As a family valuing and respecting each other and with kind acceptance of our feelings we work together to enable each to realise their unique gifts, talents, knowledge, skills and understanding.

# Vision Statement



The Holy Spirit Catholic Primary School is a special place where all children and adults, are happy and respected.

It is an inclusive school that values every individual and celebrates the diversity of our community.

We strive to create confident, lifelong learners equipped to meet the challenges of a changing future.

We teach the importance of moral values, fairness and forgiveness.

We enjoy sharing success by celebrating every achievement, however small.

We have a strong, positive belief that our school community can make a difference to our world at local, national and global levels.

## ABOUT OUR SCHOOL

The Holy Spirit School is a Catholic Voluntary Aided Primary School, built on the Halton Brook Estate in Runcorn.

It is a one form entry school for the 4-11 age range.

There are currently 5 classes in school; there is a Foundation Stage (FS) class, Year 1 class, Year 2 class and 2 classes in Key Stage 2 (KS2).

The school is built around a courtyard which provides play facilities and opportunities for quiet recreation, in total safety. The school has a good sized playground with an adventure trail and its own playing field. The school also has a Computer Suite, a Nurture Room and a prayer room.

The Holy Spirit Pre-school and Playgroup shares the same site and the school has very close links with Halton Brook Children's Centre.

You can find out more information about our school by reading our

- OFSTED Report
- RE Inspection Report

These can be accessed by visiting the school's website.



## **TRANSITION ARRANGEMENTS**

The transition of children to and from our school is very important in order that their learning is as uninterrupted as possible, that they quickly settle in to school and that the teaching activities offered to them are as appropriately matched to their ability as possible.

### ***New Intake:***

We offer a number of activities for the parents and children entering our Reception Class each year. On receipt of the names of the children who have accepted places, we:

- Contact parents to invite them to a meeting where all practical arrangements are shared. This is usually held during the first part of the Summer Term.
- Invite the children to visit The Holy Spirit School on several occasions. The class teacher will also visit the children in their nursery setting.
- Offer a phased entry in September i.e. children start with half days for one week.

### ***Secondary Transfer***

We enjoy close relations with our Partner High Schools and the transition arrangements for the children ensure a smooth transfer to their next phase of their education. There are Transition Learning Mentors assigned to our school. They organise a range of activities for the children in Year 6 so that they can look forward to the move with confidence.

The Year 6 pupils will have 2 transition days in July where they attend St Chad's, The Grange or The Heath High School.

The Holy Spirit pupils also receive regular visits from teachers of St Chad's High School to support Modern Foreign Languages; French and Chinese.

## **GOVERNORS**

The Governing Body of the school is responsible for the leadership, management and control of all aspects of school life. Although much of the work is delegated to the Headteacher, the Governors play an important role in actively monitoring the work the school does and supporting in areas in which they have significant expertise.

The Governing Body at The Holy Spirit School is made up of 13 members, 7 of these members have to be Foundation governors who are elected by the Diocese. One governor is elected by the Parent Body and two have to be staff representatives. There has to be one elected LA representative and the Headteacher automatically becomes a Governor on appointment to the position. The breakdown of the membership is as follows:

### ***Foundation Governors***

Mrs B Burgess	Chairperson
Mrs K Keig	Vice Chairperson
Ms E Scott	
Mrs J Richmond Green	
Miss A Kelly	
Father P Wright	
Mrs A Kelly	
Mrs C Smith	

### ***Governors elected by the Parent Body***

Miss A Edge

### ***Staff Governors***

Mrs D Grady	Elected Support Staff
Mrs L Connolly	Elected Teacher

## ***Governing Body Meetings***

There is a statutory requirement for Governors to hold a full Governing Body Meeting once per term. Our Governing Body also have sub committees who meet at least termly to consider issues and developments in relation to particular aspects of the school work. The sub committees of the Governing Body are:

- Personnel and Finance,
- Curriculum,
- Buildings,
- Headteachers Performance management Review (twice yearly),
- Admissions (Annually)
- Pupil Appeals (as required)
- Staff Dismissal (as required)
- Dismissal Appeals (as required)
- Pupil Discipline (as required)
- Complaints (as required)

## **STAFF ORGANISATION**

**Headteacher** Mr J McDonald

**Assistant Headteachers** Mrs. K. Howard

Mrs Connolly

**Teachers** Miss E Clarke

Miss G Fleming

Miss S Conlan

**Higher Level Teaching Assistant** Miss J McSorley

**Teaching Assistants** Mrs A Charmer

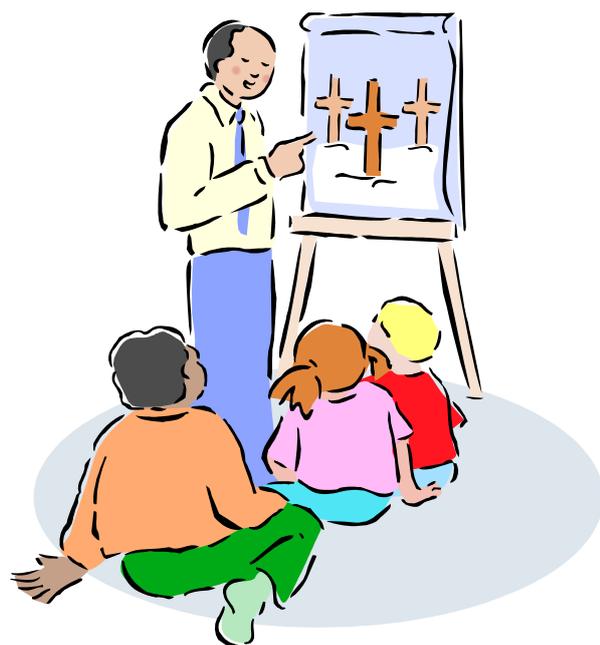
Miss G Hull

Mrs J Hulme

Miss A Mulligan

**Office Manager** Miss E Eriksson

**Site Manager** Mr R Plumpton



## CURRICULUM

### **Curriculum Aims**

The Governing Body has agreed to specific curriculum aims.

The subjects which are taught are: R.E. Mathematics, Science, English, History, Geography, Information Communication Technology, Design Technology, Modern Foreign Languages, Physical Education, Music, Art, Personal, Social and Health Education and Citizenship.

The agreed curriculum aims of the school are;

1. To enable the children to develop academically and to acquire knowledge, skills, concepts and attitudes specific to their needs.
2. To foster in the children a sense of confidence in their abilities and a sense of ownership of their learning.
3. To empower children with the knowledge that their skills and qualities are recognised and valued and to celebrate their achievements.
4. To facilitate the process whereby each child is achieving their full potential and becoming that person they were created to be, emotionally, socially, physically, intellectually and spiritually.

### **Literacy and Mathematics**

In the Holy Spirit School, we aim to encourage the children from the early years to develop a love of books and a love of writing and a belief in themselves as literate people.

In Foundation Stage (FS) and Key Stage 1 (KS1) we achieve this through structured play, interactive class sessions and a carefully structured approach to teaching letters and sounds. This element of play in literacy increases the child's confidence in her/himself as a literate person. The Reading Scheme avoids the Stereotyping of the traditional female/male roles and it gives emphasis to the multi-cultural nature of present day society in Britain. From the early years the child is shown how to redraft writing, which makes for writers who are fluent, yet critical. The school has developed a carefully structured approach to teaching writing skills from Reception to Year 6.



As with English, so also in Maths, a variety of styles is employed in teaching the children to develop their full potential. The children experience working in groups, as individuals or in whole class situations. Teachers use the Primary Frameworks for Literacy and Mathematics as tools for teaching and learning. Pupils are given the opportunity to develop their problem solving skills and to apply their Mathematical knowledge in 'real life' contexts.

## ***Creative Curriculum***

The school has developed a skills based curriculum where children learn about 6 topics per year using a cross curricular approach across 6 areas of learning.

Science is taught using this approach but also elements of the Science Curriculum are taught as discrete units.

The school has a computer suite and each class has an interactive whiteboard. We also have 6 laptops in each class. All classes have access to the internet.

## ***Arts***

The children have plenty of opportunities to develop their skills in Art, Dance, Music and Drama. The Arts Curriculum is enhanced by visiting specialists and much emphasis has been placed upon developing the teachers own expertise in this area.

By the end of KS2 all children will have had an opportunity to take part in local performances and exhibitions. The school has achieved the 'Arts Mark Silver' Award and was the first school in Halton to achieve the Gold Sing Up award.



## ***P.E and Sports***

P.E and outdoor games are encouraged and take place during the school day and in clubs after school. We encourage mixed games to ensure an equality of opportunity to all. A range of sports are also included in the curriculum.



The children have the opportunity to take part in various educational visits as they progress through school culminating in a residential visit in Year 6. This provides an invaluable experience for the children during which they link many curriculum areas e.g. Geography, PE, PSHCE, etc as well as learning valuable personal and team building skills.

School has achieved the National 'Active Mark' Award.

## ***R.E and PSHCE***

Religious Education is at the heart of our curriculum and 10% of teaching time is devoted to this subject. We follow an RE programme called The Way, The Truth and The Life.

As a Catholic school, we would hope, not only to offer the possibility of exploring the mystery which is God but also to demonstrate the Gospel in Action. The curriculum, in all its aspects, must reflect the fact that the person of Christ and his message the gospel inspires the life of the school. In our school community therefore everyone will experience love, reconciliation, justice, healing and forgiveness.

Christian belief celebrates that each and everyone has an individual story to tell. In the Holy Spirit School, we endeavour to teach others to find the words to know their own story. This often takes place in Circle Time as we sit in a circle and celebrate that presence of God in Our lives. As our school is a sign of God's presence, it is therefore sacramental in nature.

The work in which we are engaged in is the work of God.

The emphasis at The Holy Spirit School is placed upon the living out of our faith. As a Eucharistic people, we endeavour to see the Lord in others and be the Lord in others. The faith influences our whole school policies on self-esteem and positive discipline. It affects the structure of our playtime and lunchtime policy.

The relationships within the school are influenced by a community of believers who receive the Lord in the celebration of Eucharist and attempt to give the Lord to others.

An Emphasis on our journey in faith is given to residential visits / retreats for upper Key Stage 2. We endeavour to work with our parents and partners in the sacramental life of their children and in so doing be witnesses within the community.

As part of the wider curriculum area of Personal, Social Health and Citizenship Education (PSHCE), Sex Education will take place. This will be in line with recommendations made by the Diocese of Shrewsbury. Sex Education takes place in Year 6 delivered by Sister Teresa, the School Nurse and the teacher. The Governing Body have approved a range of materials which are used to generate very open group discussions. Parents will have the opportunity to view the materials used prior to the beginning of this programme.

PSHCE also takes place from Reception Class onwards. Role play is an important part of this programme as is listening and sharing in Circle Time.

## **SEN AND DISABILITY**

### ***Inclusion***

The inclusion of all children is always our key priority at The Holy Spirit School.

Some of our children are on our Special Educational Needs (SEN) register and the school diverts resources to support them. Pupils who are on this register all have Individual Education Plans (IEP) or Individual Behaviour Plans (IBP)

The process of evaluation begins as early as possible, so that we can endeavour to meet all children's needs in school.

Mrs Howard is the Inclusion Manager. She is supported in her role by Joanne McSorley who leads our Nurture Groups, and Mrs Smith who is our Lead Behaviour Professional.

Guidance may be given by the Local Authority SEN Service and referrals may be made to the Education Psychologist after full discussions with parents. Frequent reviews of such children are undertaken and progress is carefully monitored.

The needs of the more able child will be catered for within school.

As a result every child in school should feel challenged and stimulated by their learning experience.

### ***Accessibility***

The school is fully supportive of the inclusion of all children and recognises the importance of the 'SEN and Disability Act 2001'

Contact with parents is sought well in advance of the child's admission date to secure and make provision for the child's needs. This is done mainly through liaison with the playgroup supervisor or outside agencies.

All schools are required to have a 'School Accessibility Plan'. We are required to plan for:

- Increasing access for disabled pupils into the school curriculum
- Improving access to the physical environment of the school
- Improving the delivery of written information to disabled pupils

## PASTORAL CARE AND DISCIPLINE

### **‘Being Christ for all and seeing Christ in all’**

As a Catholic school, pastoral care is fundamental to everything we do. We are concerned not only for the educational progress of every child but also for their personal, social and emotional development.

Specific pastoral care in the school is undertaken by the class teachers and any child or parent can consult the class teacher about a problem. Mrs Smith is responsible for Pastoral Care throughout the school.

Quite often, any difficulties or major changes in the home environment can lead to changes or problems for a child at school and if we are informed of these events, we can often help by giving the child extra attention or support during a difficult period and by working with parents to provide appropriate support for them. To this end we run a Nurture Group.

The Nurture Group is a small class that provides a predictable structured environment, where there is a balance of learning and teaching, affection and routine in a home-like atmosphere.

Staff work with 7 to 8 children who would benefit from extra help to settle, to listen, concentrate, to share and to make friends.



The principles of the Nurture Group are:

- Children’s learning is understood developmentally
- The classroom offers a safe base
- The importance of nurture for the development of self-esteem
- Language is a vital means of communication
- All behaviour is communication
- To recognise the importance of transition in children’s lives.

## ***School discipline***

The school seeks to provide a caring co-operative and supportive environment where each child can feel respected, valued and secure. Behaviour and discipline will be judged by whether it contributes to, or restricts the teaching and learning in class and the quality of the relationships in the school.

We believe in the value of praise and recognition for reinforcing attitudes of co-operation and hard work, but we believe that children should learn that actions do have consequences and these may be either positive or not so positive, depending on the choices a child makes. This is part of learning and we aim to help children to understand that whilst we have the freedom to make choices we also have the responsibility to make the right choices. For this reason our system of behaviour management encompasses both rewards and sanctions, which are appropriate for each age group.

A Whole school Assertive Discipline Policy has been produced and a full copy of this is available from school.

## **SCHOOL RULES**

### **The school rules are very simple**

1. Follow instructions with thought and care
2. Show good manners at all times
3. Care for everyone and everything

Children who choose to follow these rules will be rewarded with stickers, certificates etc. The consequence of choosing to disobey the rules will mean a child moves their name into the amber or red traffic lights, followed by taking time out of the classroom and ending in a letter home inviting the parent to meet with the class teacher.

### ***Use of Force***

Over recent years provisions have come into force which clarify the powers of teachers, and other staff who have lawful control or charge of pupils, to use reasonable force to prevent pupils committing a crime, cause injury or damage, or causing disruption.

The school has a policy relating to the above. The policy stipulates staff are authorised to use reasonable force to control or restrain pupils.

## UNIFORM

Uniform is available to purchase from Best Sports, Loch St, Runcorn

School Uniform consists of:

- Pale blue polo shirt embroidered with the school logo.
- Royal blue sweatshirt embroidered with the school logo.
- Navy blue / black skirt or trousers
- Pale blue gingham or striped dress in summer.
- Royal blue baseball cap (optional)
- Royal blue ski hat (optional)
- Royal blue fleece (Optional)

P.E Kit consists of:

- Royal blue shorts with white t-shirt
- Track suits may be worn for outdoor games in cold weather.
- Trainers for outdoor games, indoor P.E will be done in bare feet

## ATTENDANCE

The school requests that if a child is absent for any unexpected reason parents should contact school before 9.00 am on the morning of the absence. They should repeat this procedure each day of the absence unless otherwise agreed with the school. All absences should be followed up with a letter explaining a child's absence when they return to school.

The school operates a First Day Absence Contact Policy, which means that in the event that you do not contact school before 10am to explain your child's absence, the school office will text your mobile or phone your home. This action will be noted in our records. Any unexplained absence will be recorded as unauthorised.

Only the Headteacher can approve any other leave of absence and requests should be made in writing directly. A form is available from the school office for this purpose. Parents should note that family holidays will not be authorised. Any planned absence that has not received the approval of the Headteacher will be recorded as unauthorised and the absence will be dealt with via the schools policy for attendance.

The school day starts at 8.55am and ends at 3.05 pm.

If your child arrives late for school please ensure that the school office has noted their arrival. Please be advised that if your child arrives after the register closes at 10am their absence will be recorded as unauthorised.



## **WORKING WITH PARENTS**

### **Open Door Policy**

We believe that the only way a child can achieve its true potential is if parents, the school and the parish all work together. For this reason we operate an open door policy whereby staffs are readily available to meet with you to discuss any concerns that you may have regarding the education and welfare of your child. Ideally, we would ask that parents, where possible, ring to arrange a convenient appointment. We encourage and welcome all parents to play an active role in their child's education. Parents will be invited to as many school activities as possible and are very welcome to attend Friday Morning assemblies.

### **Parent's Evening and Annual Pupil Reports**

Parent's evenings are held twice a year in the Autumn Term and the Spring Term and are an opportunity for parents to visit school to view their child's work and discuss progress with the class teacher. The October meeting provides parents with the opportunity to meet their child's new class teacher, familiarise themselves with the classroom and to discuss how their child has settled. The mid year meeting will review targets and provide more detailed information about progress. The Annual report is issued to parents prior to the end of the summer term. Although, we do not schedule a formal parents evening at this stage of the year, teachers will happily arrange to see parents if they wish to discuss their child's report and/or any concerns they have in relation to it.

### **Two Weekly Newsletter**

The newsletter is another home/school link together with the Home School Agreement which every family is invited to sign.

### **Website**

Our website [www.holyspirituncorn.co.uk](http://www.holyspirituncorn.co.uk) has all of the information that we are required to share and is kept up to date.

### **Halton Brook Children's Centre**

The Halton Brook Children's Centre has very strong links with The Holy Spirit School and Parish Family and is housed on the same campus.

The Centre produces a monthly timetable which shows all the services and activities that are delivered from the centre and in the Community. These include Family and Parenting Support, Play Activities, Adult Learning, Midwifery and Health Visitor services, Childminding and Dads Groups.

The Children's Centre is open from 8.45am to 5.00pm. Contact Tel: 01928 573265

## **The CCS**

The Catholic Children's Society has their office within The Holy Spirit Church complex. There are visits to our school to support the children and parents.

### ***First Sacraments Preparation***

Parents are invited to take an active role in the children's Sacramental preparation. This involves attending a series of meetings with staff and the parish catechists.

## **FOOD IN SCHOOL**

The school has developed a Food Policy which is available from the school office and contains information about the following:

### ***Drinking Water:***

Children have access to fresh drinking water throughout the day and are encouraged to bring in their own water bottles.

### ***School Meals:***

School meals are compliant with the new healthy eating standards for school and we are continually looking at developments in this area. We have a Special Table on Fridays and children who have displayed good manners at lunchtime are invited to sit at this table. The school meals menu provides home cooked food and there are three options available each day. All foods are prepared with health in mind and fresh foods are used as much as possible. The current menus are available from the school office. School meals cost £2.20 per day.

From September 2014 all children aged 4-7 will be provided with a free school meal, however, if you would be entitled to free school meals anyway, please ensure that you claim as this benefits school.

Children are welcome to bring in their own packed lunches although we would ask parents to include healthy options in children's lunch boxes as much as possible.

***If you think your child is entitled to Free School Meals please claim them, even if your child has a packed lunch or free infant meal. This not only helps you but benefits the school. Forms are available from the school office.***

### ***Snack***

A healthy snack is available to purchase at playtimes. Toast is 20p a slice and a drink of milk is 10p.

### ***Fresh fruit:***

We participate in the 'Fresh Fruit in Schools' scheme which provides daily fruit for children in KS1. All children are invited to take fruit and any that is spare is passed onto KS2 children to be shared. The youngest children are also provided with milk to accompany the fruit.

### **Curriculum:**

Healthy Eating is addressed through a number of topics within our Science, Design Technology and PSHCE curriculum.



### **HEALTH AND SAFETY**

The health and safety of all staff and children is of paramount importance to the school. The school regularly carry out risk assessments and check their procedures for a range of school activities.

#### ***Medicines in school:***

If your child is ill, then s/he ought to be at home. If you need to send medication into school with your child, School can only administer prescription medication. The medication must be brought to the office where the appropriate forms can be completed.



A full copy of the Administration of Medicines Policy is available from the school office.

**Only Mrs Smith/Mrs Howard/Miss Eriksson may administer medicines with your written consent.**

#### ***Jewellery:***

**All Jewellery should be removed for P.E for safety reasons.** If your child has pierced ears and is unable to remove earrings for P.E, plasters to cover the earrings should be supplied. We are unable to do this for your child

#### ***First Aid:***

If a child does injure themselves during the school day, they will be seen by a member of staff who is first aid trained. The nature of the injury and treatment administered will be recorded. Parents will be informed of the injury via a completed accident form.

## **SAFEGUARDING**

The school has in place policies for Child Protection, Staff Conduct and Whistle blowing and are compliant with the new safeguarding regulations. All adults working in school have to undertake DBS disclosure checks and a record of clearance certificate numbers is kept. The designated person responsible for Child Protection is Mrs Smith and in her absence another member of the Senior Management Team. Mrs Barbara Burgess is the governor responsible for this area of the school's work.

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In these cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff are obliged to follow procedures laid down by Halton Safeguarding Children's Board and inform Social Care of their concern. Parents will usually be informed of the school's concerns. However there are certain circumstances where it will be necessary to make a referral without parents consent.

## **COMPLAINTS**

Any problems will be dealt with by the class teacher and the teacher concerned. If this is not resolved, an appointment should be made to see the Headteacher.

Should parents feel the need to take a complaint further they would need to write to the Chair of Governors via the school.