

# ST PHILIP'S CATHOLIC PRIMARY SCHOOL



Learning and Working together through Christ



PROSPECTUS





## WELCOME

Dear Parent/Carer,

Your child has joined or will be joining St Philip's Catholic Primary School. We hope that the years spent here will be happy, exciting and rewarding.

At St Philip's each child is valued and treated as a unique individual and as a school we strive to help each child reach their full potential in partnership with you the parents.

We hope that you find our school prospectus informative and helpful. If there is any further information that you require please call in and see us.

Welcome to our school.

**Mrs Hinton, Head teacher**

## WELCOME TO ST PHILIP'S CATHOLIC PRIMARY SCHOOL

The purpose of this booklet is to help in the transition of your child from home, playgroup or nursery into St Philip's Catholic School. Our aim is for all the children to settle into school quickly and for them to be happy with us. Happy children are more able to benefit from the education we offer.

Our main form of contact with parents is through attendance at Open Evenings, Parent's Meeting and school productions. This booklet is intended to reinforce the close and friendly relationships which already exist between parents and staff and also to put together, in a convenient form, all the practical information that is otherwise easy to lose or forget.

Parents will receive newsletters fortnightly containing dates of terms and up to date information about what is happening at school. We hope you find this booklet helpful and will keep it and any newsletters in a safe and convenient place.

**Mr W. Gopaul, Chair of Governors**





## ABOUT US

St Philip's school is a Catholic Primary School for boys and girls aged 4 – 11 years with a nursery class for 3 – 4 years old.

## OUR MISSION STATEMENT:

To develop everyone's full potential by learning and working together through Christ.

## AS A SCHOOL WE AIM TO:

- provide a secure learning environment which ensures the health and safety of everyone in the school;
- Nurture and promote the Catholic faith within the school;
- Encourage respect and tolerance for all, regardless of race, culture, gender or disability;
- Maintain an ordered and disciplined community;
- Develop the whole child intellectually, physically, emotionally, socially, morally and spiritually;
- Provide equal access and entitlement to a broad and balanced curriculum which is differentiated and relevant to the needs of the pupils. This curriculum will include the National Curriculum KS1 and KS2 and the Foundation Stage Curriculum.

In order for everyone at St. Philip's Catholic Primary School to develop their full potential, we believe that our aims must promote and encourage the following attitudes:

- Perseverance
- Co-operation
- Independence
- Enthusiasm
- Responsibility
- Purposefulness

## ETHOS

The ethos of our school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness of Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community.

This does not affect the right of the parents who are not of the faith of this school to apply for and be considered for a place here.

## ADMISSION

The school's admission number is 30. The admission process is part of the Sandwell Local Authority co-ordinated Scheme. If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before a decision on admissions are made. If there is oversubscription within a category, the governors will give priority to children living closest to the school determined by the shortest distance.







## RELIGIOUS EDUCATION

In the life of faith of the Catholic school, religious Education plays a central and vital part. At the heart of catholic education lies the Christian vision of the human person. This vision is expressed and explored in Religious Education. Therefore Religious Education is never simply one subject among many, but the foundation of the entire education process. The school follows the Birmingham Diocese Scheme "Learning and Growing as the People of God". The beliefs and values studied in Catholic Religious Education inspire and draw together every aspect of the life of a Catholic school. In the spiritual and moral training of the child, we regard the parents as vital partners. Parents' participation in the religious life of the school is always welcome at our weekly school Masses, Harvest Festivals or special assemblies and Prayer Services.

A School Mass is held each week. Each class takes it in turn to be responsible for the theme of the Mass, the readings and the bidding prayers. A collective act of worship is held on the other four days of the week. During their years in this school, the Catholic children will make their First Confession, and receive both their First Holy Communion and the Sacrament of Confirmation.

Monthly school parish masses support the faith life of the school

**"Within the area the school is regarded as a haven of happiness and peace, a beacon of stability."**

(R.E. Inspection March 2010)

## SPECIAL EDUCATIONAL NEEDS

If you have any concerns about your child's progress, the first person you should see is your child's class teacher. Likewise, they see you if they have any concerns. If there is an agreed concern an Individual Education Plan (IEP) will be made to give your child extra support. This support will be given by a combination of teacher and learning support assistant. You will be able to discuss your child's progress at Parents Evening.

If there is still a concern, the class teacher may refer your child to the SENCo. The SENCo and the teacher will work out an IEP for your child. This plan sets out targets for your child and gives methods to help him/her. Sometimes your child may be taught individually or in a small group in the classroom or in a Special Provision area. You may be asked to help at home. This is called School Action.

If we are still concerned and feel that your child would benefit from the help and advice of outside agencies who are experienced in more specific problems, we will discuss this with you and if you agree will arrange a referral. This is called School Action Plus. If despite all help and intervention your child continues to have Special Needs the school and education Psychologist may request a formal assessment from the LA.

This may result in a Statement of Special Educational needs. Only a very small percentage of children receive Statements. You will be involved at all Stages and invited to attend termly reviews to discuss your child's IEP



## SEX EDUCATION

At St Philip's we provide a programme of "All That I Am" which is firmly based on Christian Principles and positive Catholic teaching. All Sex Education will be approached within the context of the family and family relationships and will conform in all aspects to the teachings of the Catholic Church.

Our aims will be to promote an informed, responsible and Christian attitude towards sexuality, sexual relationships and human relationships in general. The biological facts will not be taught in isolation from their proper moral, religious and family context. Parents will be informed of the Sex Education Policy operating within Year 6 and invited to attend parental meetings and to view resources and schemes of work used in school.

If parents wish to withdraw their children from sex education lessons when taught outside the National Curriculum they must apply in writing to the Governing Body.

## DISABILITY ACCESS

There is a disabled access via the staff car park.

## PASTORAL ARRANGEMENTS

As a Voluntary Aided Catholic School all pastoral arrangements are catered for within the religious ethos of the school. While the overall responsibility rests with the Head Teacher, the entire staff are responsible for the children in our care. The priest of the parish supplements this aspect of school life.

Parents wishing to discuss any aspects of their child's welfare are welcome to see the Head Teacher at any time and the class teachers may be seen after school hours.

Parents visit the school at regular intervals during the year to meet the class teacher and to discuss their child's work.

We regard the development of personal discipline as an integral part of education. A behaviour policy is available for parents.

## CHILD PROTECTION

The school has a legal obligation to protect its pupils from any form of abuse. The school follows the guidelines laid down by the Department for Education, the Archdiocese of Birmingham and the Sandwell Education Authority and co-operates fully with all external agencies including Social Services, Police and Medical Authorities.

The designated member of staff with overall responsibility for liaising with the relevant authorities is the Head Teacher. If a child comes to school and there is evidence of abuse the Child Protection Policy will be followed.

The Child Protection Policy is available for inspection by parents on request.







## SCHOOL RULES

Our behaviour policy is set out in our school rules. These rules are few but we expect the children to keep them. All classes use the same rules:

- Call everyone by their given name.
- We listen to the person who is speaking.
- Keep your hands and feet to yourself.
- Walk everywhere in and around the school.
- Take care of, and have respect for everyone's belongings.

We have high expectations of pupils' behaviour in school and ask that the children always follow these rules.

## NURSERY ADMISSION

Admission number; 26 part time places, 13 morning places and 13 afternoon places.

The admission process is part of the Sandwell Local Authority Co-ordinated Scheme.

All places at the nursery will be part time i.e. morning or afternoon session. Attendance to Nursery does not automatically guarantee that a place will be offered in main school.

## OUT OF SCHOOL ACTIVITIES & SPORTING ACHIEVEMENTS

The children compete in many competitions including Netball, Football, Gaelic Football, Athletics, and Cross Country, Tag Rugby and football tournaments. Various opportunities are given to the children to take part in activities out of class time. These include all the sports mentioned above and others such as Dancing and Choir Club.

We like all pupils to have the opportunity of some form of residential experience whilst at St Philip's, usually older children. We take the children to Ingestre Hall, Alton Castle and Edgmond Hall for cross curriculum purposes.

## LUNCH TIME

Meals are prepared on site by our cook and her staff. The children are offered a variety of healthy food and a choice of meal every day. Vegetarian options are also available

A salad bar is also available on a daily basis. Exact dinner money should be sent on a Monday morning. It should be in a sealed envelope with name, class and amount in the envelope, written on it.

## BREAK TIME

There is a tuck shop available in the school hall that offers healthy snacks.

The school has achieved the Platinum Healthy Schools award for the work the school does in this area and we encourage the eating of healthy snacks at break and lunch time.

## SCHOOL UNIFORM

All items of clothing must be marked with child's name. Clothing worn during school hours should not be worn for Physical Educational activities.

All items of the School uniform can be obtained from Messrs A Oakes. Ltd., Oakend House, Vicarage Road, Oldbury. Alternatively, most items of uniform can be ordered and purchased from the school office.





## WINTER UNIFORM

### GIRLS

Grey/black skirt or pinafore

White shirt

School sweatshirt (Blue)

School tie (Key Stage 2)

### BOYS

Grey/black trousers

White shirt

School sweatshirt (blue)

School tie (Key Stage 2)

## OPTIONAL FOR SUMMER

### GIRLS

Blue Dress - striped or checked

### BOYS

Grey/black trousers or grey/black shorts

White shirt, School tie (Key Stage 2)

## P.E. CLOTHING

All children need a pair of blue shorts, a white T-shirt and a pair of pumps in a school pump bag.

## SWIMMING

Children in Year 4 need swimming kit of a bathing suit and towel.

## JEWELLERY

For Health and Safety reasons the wearing of jewellery is not permitted. Small studs may be worn in the ears.

## GENERAL APPEARANCE

Girls – Long hair tied back / short hair simple style

Boys – Short hair (tram lines, skinheads, Mohican style etc are not permitted)

## RECORD OF ADDRESS

We keep a record of parents' home and work telephone numbers. This is essential so that we can contact you at short notice. Please ensure that we have both telephone numbers. In the event of any change of address please



let us know as soon as possible. Information provided by parents is stored on a computer.

It is important that parents notify us of any changes of contact numbers as here at St Philip's we notify parents of any news via a texting system.

## GOVERNING BODY

Every school has a governing body that takes a keen interest in all aspects of school life. The governing body includes elected representatives of parents, staff, as well as representatives from the local authority and the Diocese. Governors hold office for four years. The governing body meets at least once every half term and all Governors are on a committee. Governors can only act together, they cannot act individually.

## CURRICULUM

The school bases their curriculum on the National Curriculum. From these documents, suitable and detailed programmes of work are developed.

Programmes of work have been carefully planned as a whole school. These programmes provide cross curricular opportunities. The work is then co-ordinated, monitored, assessed and achievement recorded. Topic webs informing parents of the themes covered are sent out each term.

An annual report reflecting the progress each pupil makes is sent to parents in July. Parents Evenings are held each term



# HOME SCHOOL AGREEMENT

We believe that a strong partnership between school and home is essential to your child's development and ask you to enter into this Home School Agreement with us.

This agreement sets out the expectations for staff, children, parents and carers

## SCHOOL HOURS

St Philip's School has a Nursery class that takes in 26 full-time equivalent children. There are 52 part time places available, organised in blocks of 3 hours am and pm. There will be a limited number of fulltime places, however a charge will be payable for any child covering above the 15 hours allocated.

Children are admitted to the Reception Class at the beginning of September in the academic year in which they reach their 5th birthday.

FOUNDATION STAGE	Nursery	3 - 4 years
	Reception	4 - 5 years
KEY STAGE 1	Year 1	5 - 6 years
	Year 2	6 - 7 years
KEY STAGE 2	Year 3	7 - 8 years
	Year 4	8 - 9 years
	Year 5	9 - 10 years
	Year 6	10 - 11 years

At present, there is one class in each National Curriculum year group.

# SCHOOL TIMES

BREAKFAST CLUB	7.50 a.m. to 8.40 a.m every school morning
NURSERY	8.45 a.m. – 11.45 a.m (Mornings) 12.15 p.m. – 3.15 p.m (Afternoons)
KEY STAGE 1	*8.50 a.m. – 11.45 a.m 12.45 p.m. – 3.00 p.m
KEY STAGE 2	*8.50 a.m. – 12.15 p.m 1.00 p.m. – 3.00 p.m

The above school hours include a daily act of worship and comply with the Department of Education recommendations for minimum teaching time for Key Stage 1 & Key Stage 2, i.e. to be 21 and 23.5 hours respectively.

## ATTENDANCE

It is very important that children attend school every day, and arrive at school on time. The playground is open at 8.40am. The first bell goes at 8.45 to tell children to line up and for staff to collect their children. A second bell goes for the start of school at 8.50am.

If your child has to be absent from school please telephone the school or send a note of explanation. This will ensure that your child's absence is marked as "authorised" on the computer system. It is essential that parents provide us with an explanation for all absences, otherwise it will be recorded as "no reason given" or unauthorised. School follows up all absences with first day calling.







## CHILDREN'S PHOTOGRAPHS

Children may be photographed during their time in school. Sometimes these photographs may appear in the local press to publicise the work of the school. Parents are always asked for permission by letter.

## RACE EQUALITY

St Philip's Catholic Primary School has a Race Equality policy which is evident in the day to day practice in school and is integral to all school policies. We have a zero tolerance regarding racism at St Philip's and all incidents of alleged racism will be investigated and the school policy will be followed.

## BULLYING

Bullying is totally unacceptable at St Philip's. If an incident of bullying occurs, parents are informed and appropriate support and sanctions given. The anti bullying policy is available for parents to see. The school has obtained the anti bullying charter mark award for their work in this area.

We pledge as a school to keep children, parents and our community aware of the dangers of bullying and ensure that all parties are aware of ways to deal with and prevent bullying in our school and wider community.

If children miss school on a regular basis, it is bound to have an effect on their education.

In the event of parents not providing an explanation the school will be obliged to inform the Education Welfare Officer.

## SCHOOL COUNCIL

We recognise the importance of pupil voice and their involvement in the decision making process. Our school has a democratically elected School Council. Formal elections take place on an annual basis and all of the children are given the opportunity to vote for a boy or girl in their class.

Children are nominated to be a buddy and support children who are new to the school who would like to make new friends.

## IN AN EMERGENCY


All children are supervised at all times during the school day. Minor accidents are always dealt with immediately. If your child is taken ill or is injured while in school we will contact you as soon as possible or send home a slip regarding treatment given by first aider on site. We ask that all parents and carers provide us with emergency telephone numbers to enable us to do this.

## MONEY IN SCHOOL

Money should be in sealed envelopes clearly marked with your child's name and class and the amount and the reason. All monies should be given to the class teacher by the child.







**"I feel great for  
doing work at  
St Philips" (Year 3)**

**"A wonderful place  
to be, it's every  
child's dream to  
be here" (Year 6)**

**"Friendly, loving  
place where  
everyone feels  
welcome and it is  
great to be at" (Year 5)**

**"I like learning at  
this school, it's my  
favourite school"  
(Year 2)**

**"I'm excited to come  
to school every  
morning" (Year 4)**

**You've heard what we have to say about our school.  
Here's what some of the children say.**

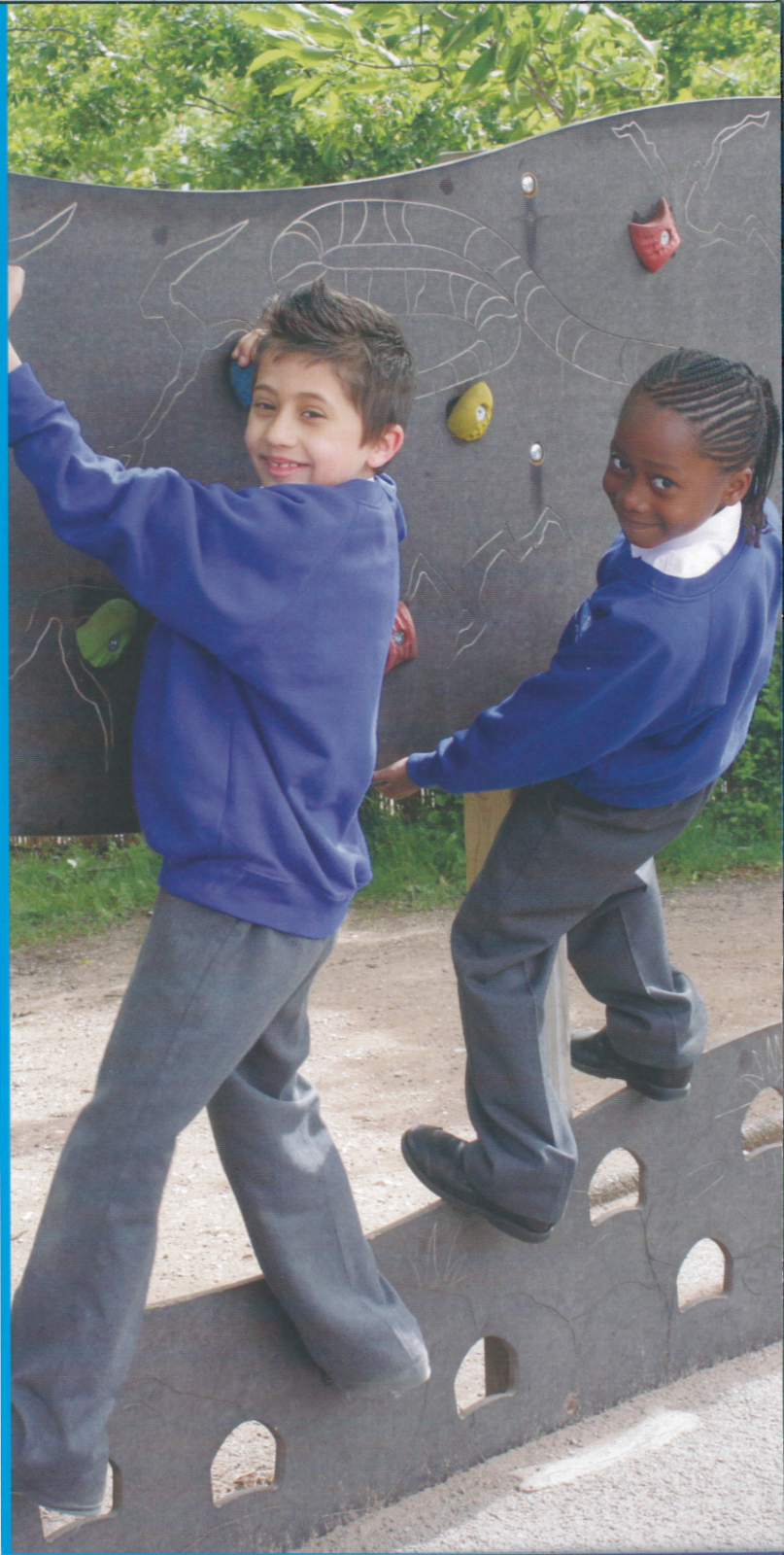


# CELEBRATION ASSEMBLY

A celebration assembly takes place each Friday where our children receive certificates and awards for working hard and behaving well.

# SECONDARY TRANSFER

The majority of our children transfer to Stuart Bathurst Secondary School or schools in the local area. In addition to this some of our girls move onto St Paul's school for girls in Edgbaston. We pride ourselves on the excellent links we have with these Secondary Schools and follow the progress of our former pupils with interest.

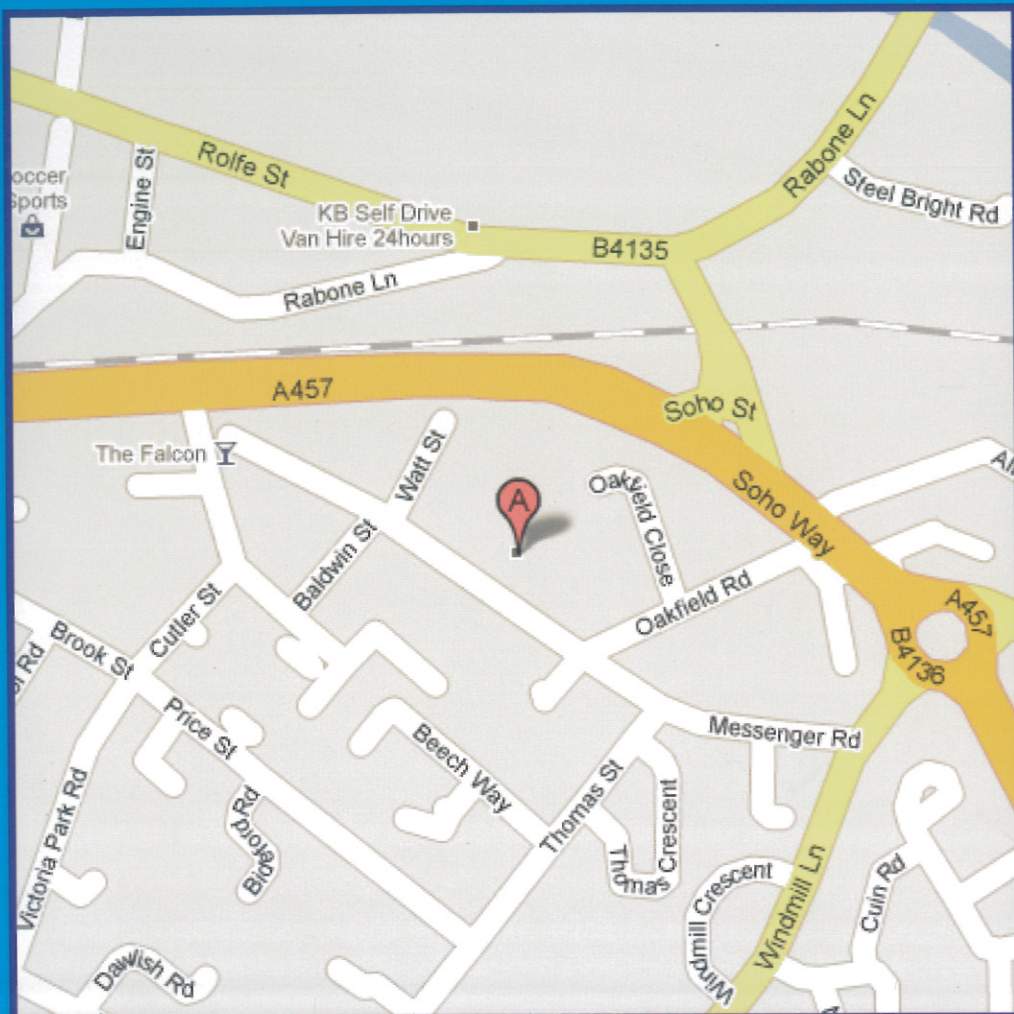


# AND FINALLY...

We hope that your child's time at St Philip's is happy and rewarding. We look forward to working with you in achieving this for you and your child.







*“Learning and Working  
together through Christ”*

St Philip's Catholic Primary School  
Messenger Road  
Smethwick  
West Midlands  
B66 3DU

Tel: 0121 558 1643  
Fax: 0121 558 9198

Headteacher: Carmel Hinton