

**St. Leo's and Southmead  
Catholic Primary School  
Serving the Community**

**Welcome**

**Prospectus**

**2017/2018**



"A place to allow everyone to flourish"

**ST. LEO'S AND SOUTHMEAD CATHOLIC NURSERY  
AND PRIMARY SCHOOL SERVING THE  
COMMUNITY**  
LICKERS LANE, WHISTON, KNOWSLEY L35 3SR  
Head Teacher: Mrs J Grundy Telephone: 0151 477 8410  
[www.stleossouthmeadnursery.co.uk](http://www.stleossouthmeadnursery.co.uk)  
[www.stleossouthmead.co.uk](http://www.stleossouthmead.co.uk)  
[stleo@knowsley.gov.uk](mailto:stleo@knowsley.gov.uk)

## Our Mission Statement

**In our school, we want to celebrate God's gift of life together;  
By inspiring, enhancing and developing tomorrow's talent, today!  
We respect all; aiming to achieve and live our values.  
A place to allow everyone to flourish!**

**Dear Parents/Guardians,**

**Thank you for choosing our school for the most precious gift that you have, your child! We appreciate that this is a very important decision that you have to make and will try to assist you as best we can. Please feel free to ask as many questions as you wish or to revisit the school again.**

**Thank you,**

**Jeanette Grundy Headteacher.**

**“If we could give a child one gift it would be to free them from a fear of failure.”**

We are proud to be a unique Catholic School that serves the local Community. We are one big family where every child is celebrated as an individual and supported in their journey of education and faith. The Parish Priest is Father Michael McCormick, who is very involved in the life of the school.

The children are taught via the ‘Come and See’ scheme for their Christian Education. Parents can request that their child does not take part in Religious Education lessons. The children are invited to prepare for and invited to make three Sacraments while they are with us: -

Eucharist – First Holy Communion – 4

Reconciliation – First Confession – 4

All children are valued for their own faith and parental wishes. They fully take part in school life.

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## **The School Day**

The school day starts at 9.00 a.m. to 3.15 p.m.

### **Morning Arrivals**

Children can go straight into class at 8.45 where staff will greet them.

### **Evening Collection**

School finishes at 3.15. All classes are dismissed by staff, who hand over pupils to their parents/carers who are collecting them. Please inform school if your child has permission to walk home or is being collected by a different adult.

## **Attendance and Punctuality**

Good Attendance is very important. The children cannot learn if they are not here! Attendance is celebrated and the children receive prizes or certificates to acknowledge it. We monitor attendance very closely and will help and support you if there are any difficulties that you may be facing. The Learning Mentor will arrange to see you and you can speak to her about any concerns that you might have.

**Punctuality** We celebrate good punctuality and encourage the children to arrive for school on time. This is an important life skill.

**Illness** If your child is ill and is really unable to attend school, please ring school to explain his/her absence. On returning to school, please send a note in to explain the absence in writing.

**Medicines** If your child is well enough to attend school but needs to take medicine please ask the doctor to make it a dosage which is not needed in school, e.g. 3 times a day. We cannot allow medicine to be on the school site. Alternatively please arrange for an adult to come to school to give your child his/her medicine.  
**Thank you.**

**School Nurse** We have a School Nurse who will provide help, advice and support with regard to any medical or health issue. She is based at Whiston Health Centre.

**School Meals** The children have a choice of a hot meal or a sandwich meal. This is a social time in which the children can sit with friends, enjoy their meal and play together. Currently children in Years Reception, Year One and Year Two receive a free meal. When your child starts Year 3 you will receive a letter from 'Parent Pay' with your confidential password to register on line.

## **Teaching and Learning**

### **The Foundation Stage and its Curriculum**

The Foundation Stage covers the development of children from the age of three to the end of the Reception year. It recognises that early childhood is an important stage of life and has its own particular needs. The Foundation Stage acknowledges the many valuable skills that children have developed and the importance of the role that parents play in this. Children learn best from first-hand experience and learning is interrelated to help children to achieve their full potential.

Children will begin school having had a range of different experiences and they will have learned a great deal, particularly from their families. Throughout the Foundation Stage the children will encounter new experiences, extend their skills, develop their confidence and build on what they already know. Children learn in many different ways and they deepen their understanding by playing, talking, observing, planning, questioning, experimenting, repeating and responding to adults and to one another. At St. Leo's and Southmead School we will plan learning experiences of the highest quality, taking into account both the children's needs and achievements and the range of learning experiences that will help them to make progress.

Nursery and Reception classes follow the six areas of learning as set out in the Foundation Stage curriculum. These areas are:

- Personal, social and emotional development
- Communication, language and literacy
- Knowledge and understanding of the world
- Mathematical development
- Creative development
- Physical development

It is vitally important that by the end of Reception class that your child is prepared to start Year One. We call this Year 'One readiness' and staff in Reception and Year One work closely together planning for and assessing the children.

## **The Curriculum at Key Stages 1 and 2**

At St. Leo's and Southmead School we follow the National Curriculum, we provide a broad and balanced education. The following six areas of learning capture the essential knowledge, key skills and understanding that comprise a rounded primary education:-

1. Understanding the arts.
2. Understanding English, communication and languages.
3. Historical, geographical and social understanding.
4. Mathematical understanding.
5. Understanding physical development, health and well being.
6. Scientific and technological understanding.

Our aim is to deliver a curriculum which challenges and supports the needs of individual pupils. A consistent approach to the delivery of the curriculum is taken throughout the school. Staff review the curriculum regularly and make amendments and updates when appropriate.

### **Sex and Relationship Education (RSE)**

The Governors at St. Leo's and Southmead Catholic Primary School have adopted, "**A Journey in Love**" – a developmental Programme. This is the recommended resource for the teaching of Sex and Relationship Education because it is compiled specifically to present a Catholic vision.

In each Year group, an aspect of love is explored and developed starting from Nursery to Year 6. Young people are encouraged to marvel at the wonder and beauty of God's creative love reflected in each person under the components:

Physical, intellectual, social emotional and spiritual.

Each section has suggested progressive/developmental tasks/activities/reflections. Cross curricular links e.g. Come and See, Science, Art, Drama, Music, Literacy, Circle-time, Worship, Prayer and Hymns.

### **OVERVIEW of Themes**

- Nursery: Wonder at God's love.  
Reception: God loves each of us in our uniqueness.  
Year 1: We meet God's love in our family.  
Year 2: We meet God's love in the community.  
Year 3: How we live in God's love.  
Year 4: God loves us in our differences.

Year 5: God loves me in my changing and development.

Year 6: The wonder of God's love in creating new life.

You have the right to withdraw your child from this aspect of the curriculum; however, this is not to be confused with curriculum Science which is statutory.

If you require any further clarification regarding this aspect of the curriculum please contact: Mrs J. Grundy – Headteacher.

## **School Governors**

Our Governors are actively involved in School life. Governors work alongside the staff in the classrooms and also help with the practical organisation of the day. If you would like to speak to one of our Governors, please arrange an appointment via Mrs Clarke.

Mrs Pauline Kelly Chairperson  
Mr Jardine Vice Chair  
Mrs Grundy Headteacher  
Mrs McDonald-Holmes  
Miss McParland  
Mrs Lyon  
Miss Swatton  
Mrs Slater  
Mrs Rossiter  
Miss Morris  
Mrs Smith  
Mrs Sambor  
Mrs McGuinness

Clerk to Governors  
Mrs E Clarke

## **Special Educational Needs /S.E.N.D.**

### **Every Child has a Gift**

At St. Leo's and Southmead we believe strongly that every child is an individual who has a talent. We aim to provide a broad and balanced Curriculum, which encourages the potential of all talents to be achieved. A child may excel in Sport or Art or Drama, or Literacy or Numeracy. Every child has a gift. It is our job to find it, nurture it and celebrate it.

### **Special Educational Needs – We all need a helping hand**

All children and adults have needs throughout their lives. In school the needs may be linked to ability, health, behaviour or bereavement to name only a few. We believe that early identification and intervention is vital. We will work in partnership with you to help your child in complete confidence. It might be appropriate to use more expert advice and support e.g. an educational psychologist or child guidance worker and again we would discuss this with you. Most importantly of all, is that we work together to help your child's need be met early. Miss Morris is the S.E.N.C.O (Special Educational Needs Coordinator) who will help you and your child when needed.

Our school is an Inclusive School, ensuring that every child has full access to the Curriculum and that their gifts and talents are developed. Miss Morris is also the Inclusion coordinator (I.N.C.O.) Governors review both the S.E.N. Policy and Inclusion Policy each year.

We welcome all children and will support any children who have disabilities. We will work with parents/carers and outside agencies to ensure that we are providing quality education, suitable accessible resources and pastoral care. We will discuss all needs and plans of action at the first meeting with parents/carers, and will continue to support you and your child throughout their Learning Journey.

### **Extra Curricular**

We have many clubs for the children to take part in after school, most of which are free of charge. E.g. –

Sports Club,	Computer Club,	Football Club,	Gifted and
Talented Club,	Theatre Club,	Pupil Management Club,	
School Council			

## **Standards of Education**

Our Mission Statement shows that we encourage ambition and achievement for all. We accept all children regardless of ability and therefore within each class there is a mixture of ability. Every child has a talent, and this is always at the forefront of our minds. The teachers are guided by the National Curriculum for the content of lessons and plan in a differentiated way to challenge the ability of all of the children. We organise two parents' evenings per year and send a report home during the summer term to summarise each child's progress. We encourage parents to come to see us any time during the year if they want additional updates or discussions with a teacher, we simply ask that this time be arranged to ensure that parents receive quality, uninterrupted time. The children are assessed on entry to the nursery and on entry to reception. There is ongoing assessment and tests in each class to monitor the children's progress and inform the teachers planning. In Year 1 the children complete a Phonics Test. In Year 2 and Year 6 the children take statutory Assessment Tests known as S.A.T's. The teachers will have already made a teacher assessment and therefore you will be fully aware of the attainment level your child is capable of achieving. League tables are published but do not celebrate individual progress, which is why the teacher assessment is very important. You will know your child's ability. As a school we move up and down the league table depending upon the cohort of children and their ability. Our aim is that every child makes progress and achieves their full potential. We believe that if the children are happy, they will learn.

## **Class Structure 2017/2018**

All primary schools have three stages within them. The first stage is called the Foundation Stage which has within it Nursery class and Reception class. The second stage is called Key Stage One, which has within it Year One class and Year Two class (infants). The final stage is Key Stage Two, which covers classes Three to Six (Juniors).

The class structure this year is as follows: -

Nursery  
Reception  
Class One  
Class Two  
Class Three  
Class Four  
Class Five  
Class Six

Learning is not always easy; you often have to work hard.

## **Well being of Children**

### **BE HEALTHY**

- We follow a health education curriculum plan.
- We promote healthy eating and provide daily fruit and water.
- Each class takes part in Physi Kids and S.E.A.L. (Social, Emotional Aspects of Learning) activities.
- We deliver education in personal relationships (Sex Education).

### **STAY SAFE**

- We provide a secure and stable environment.
- We teach children about personal safety and road safety.
- We teach and promote safety from bullying and from discrimination.
- Our school council represents all pupils and meets regularly.
- We have a Multi Sensory Room.
- We teach safety relating to I.C.T. and Social Media.

### **ENJOY AND ACHIEVE**

- We use Mind Friendly Learning to help all our pupils to achieve their personal best.
- We follow a planned curriculum.
- We set targets for each child on a termly basis.
- Homework is set to support the child's learning.
- A variety of trips and workshops are organised to enhance children's understanding and knowledge of the subjects they are studying.
- We encourage Pupil Voice and act upon it.

## **MAKE A POSITIVE CONTRIBUTION**

- Children have the opportunity to serve on the School Council or to involve themselves in its activities.
- Children are encouraged to support those less fortunate than themselves, through fund-raising. E.G. Comic Relief, Marie-Curie Cancer, The Mayors Charity and The Good Shepherd Fund.
- Children visit the local Pensioners with staff.

## **ACHIEVE ECONOMIC WELLBEING**

- Our children take part in community programmes and we provide regular visits to widen pupils' experiences and the range of their possible future careers.
- We encourage parents to attend courses in school.
- We have an Ambition and Achievement Programme.

## **Access Plan for 2017/2018**

### **Short Term Targets 2017/2018**

To make the classroom sizes in the Junior Key Stage Two Department bigger and enable more learning spaces for the children to work in. (Years 5 and 6) (Years 3 and 4 were expected in 2017/2017)

### **Medium Term Targets 2018/2019**

Covered Outdoor spaces for Teaching and Learning in the environment which are wheelchair friendly. The Nursery was completed in 2016/2017.

### **Long Term Targets 2019/2029**

Covered Outdoor spaces for Teaching and Learning in the environment which are wheelchair friendly, on both playgrounds. Seating/sensory areas for all children.

## **Health and Safety Issues**

It is the policy of St. Leo's and Southmead Catholic Primary School to provide a safe place of work for all its pupils, employees, service users and visitors. All reasonable steps are taken to eliminate hazards to health and causes of foreseeable accidents.

Our aim is to create a positive health and safety culture in which all children and adults feel secure and valued. The school follows Knowsley Local Authority Health and Safety guidelines.

Regular health and safety checks are carried out, all statutory requirements are met, and great effort has been put into ensuring that good practice is followed at all times.

The named Governor for Health and Safety is Mrs Sambor. Any concerns regarding health and safety should be reported directly to school.

### **EMERGENCY CONTACT**

It is important that we can contact every parent or a named responsible adult in case of an emergency. A contact form is given out at the beginning of the year; parents are asked to ensure that the school is informed of any changes of contact number or address.

### **CHILD PROTECTION / SAFE GUARDING**

Parents should be aware that the school would take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or any other form of abuse, staff have no alternative but to implement the Knowsley Child Protection Procedures and inform Social Services of their concerns. Safe Guarding is to ensure the protection of all children.

Parents may not always be informed fully of a concern unless staff are certain that the safety of the child will not be prejudiced by their doing so. Child Protection and Safe Guarding not only ensures the safety of every child but can also initiate measures to help and support vulnerable families.

## **SAFEGUARDING STATEMENT**

In the light of current legislation, we fully acknowledge our duty to safeguard and promote the welfare of all children. We recognise and uphold the statutory duties regarding Child Protection.

Through our day to day contact with pupils and direct work with families, we have a crucial role to play in identifying indicators of possible abuse or neglect and referring them to the appropriate agency.

We acknowledge all children can be subject to abuse regardless of age, culture, race social background, gender or ability. All children have a right to grow up safe from harm.

This policy sets out how St Leo's and Southmead governing body discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children who are pupils at the school.

In line with Working Together to Safeguarding Children 2006, the definition of Safeguarding for this policy document is as follows:-

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Supporting children in need

undertaking that role so as to enable those children to have optimum life chances and enter adulthood successfully.

Child protection is a part of safeguarding and promoting welfare, which refers directly to activity that is undertaken to protect specific children who are suffering, or are at risk of suffering significant harm.

## **General Information**

### **Breakfast Club and Early Morning Club**

Breakfast club is available for the children from 8 o'clock in the morning. The cost is £1.00 per day. An early morning club is available for the children from 8.30 a.m. The cost is 50p. per day. Details and forms are available from the school. We ask that the money be paid weekly, sent into school in an envelope with the name of the club and your child's name.

### **Community Links/Involvement / Community Cohesion**

**Education works best when it's a genuine partnership between home and school.**

We have an open door policy to the community and celebrate the gifts and talents within the local area. We encourage and value parental involvement. The Children's Centre provides a wealth of courses and support activities – some of which are advertised in the Main Entrance of the school.

### **Homework**

Homework is very important as it supports the teaching and learning ongoing in school. It is an opportunity for your child to consolidate what he or she has been taught. It is good preparation for Senior School and we encourage all of the children to complete their homework tasks.

### **Senior School / Learning Centre**

We have strong positive links with many Senior Schools. In the main, most of our children transfer to St. Edmund Arrowsmith and Knowsley Park Schools. We will help and support parents, when the time comes to choose the best school for their child. The Local Authority produces booklets outlining information about all schools; enclosed inside are the forms for you to complete stating your choice of school. The Booklets are usually given out at the beginning of Year 6.

## **Behaviour**

We have a positive approach to behaviour in school. Trying hard and acts of kindness are celebrated. The children receive certificates, prizes and points. We have an assembly each week and children are called out for trying hard to be kind and for trying hard with their work. We form the school rules with the children in order for all to have ownership of them. If a child's behaviour causes concern we follow the following system: -

1. Class teacher will have a "chat" with the child and explain why there is a concern. A target will be set.
2. If behaviour still causes a concern, the child will meet the class teacher again and will be given a target sheet to follow.
3. If behaviour still causes concern, the child will be referred to the Headteacher and target sheet will be monitored.
4. If behaviour still causes concern, parents will be contacted and an individual programme of support will be formed by Headteacher/Deputy Headteacher, Class teacher, parents and the child.

We all make mistakes and the emphasis is on learning from them and forgiveness, but we must work together.

We have an anti-bullying Policy in this school.

**If you know where you are going and set goals, you are more likely to succeed.**

We have an equal-opportunities policy, in school, which highlights the importance of treating every human being with respect and value. Our Mission Statement is lived.

## **Equality and Diversity**

We regard each child as unique, and we look to the full spiritual, moral, social and educational development of every child in the school. We seek to foster a climate where all children can make sound relationships and feel valued for their unique contribution.

We aim to promote equality of access to the curriculum for all our pupils, regardless of race, religion, gender, physical handicap or learning

difficulties. We make a positive effort to remove racist concepts and ideas.

It is our intention to create an environment, which will promote success and achievement for all our pupils and will lead to a positive self-image.

### **School Visits**

Each class has at least one cultural visit each year, e.g. to Museums, Art Galleries, the Cathedrals. The children go on various trips throughout the school year. We inform parents by letter and seek permission. We sometimes ask for a contribution towards the cost, but no child is excluded from a trip because of finance.

## School Staff

### Staff                      2017/2018

Mrs Grundy	Headteacher
Mrs Cawley	Nursery Teacher
Mrs Cassidy	Reception Teacher
Mrs Sambor	Learning Mentor and Nursery Teaching Assistant
Miss Ryan	Support Staff
Mrs Parker	Support Staff
Mrs Pimblett	Teacher
Mrs McGuinness	Teacher
Mrs McIntyre	Teacher
Miss Allen	Teacher
Mrs Snape	Teacher
Mrs Smith	Deputy Headteacher
Miss Morris	Assistant Head Teacher
Mrs Hewitt	Support Staff
Mrs Barton	Support Staff
Miss Ashworth	Support Staff
Mrs Lewin	Support Staff
Miss J Ryan	Support Staff
Mrs Nolan	Support Staff
Mrs Clarke	Administration Officer
Mr Clarke	Premises Officer
Mrs Faulkner	Cook and Cleaner
Mr Tierney	General Assistant
Mrs Williams	Dinner Lady and Cleaner
Miss Littlefield	Welfare
Mrs Morgan	Welfare
Mrs Jardine	Welfare
Mrs Carr	Welfare and Cleaner

# St. Leo's and Southmead Catholic Primary School

## UNIFORM

(Please write names on everything)

If you need to buy/order new uniform both Tesco and GEDA sell our school uniform with the embroidered school logo on it.

[www.tesco.com/ves](http://www.tesco.com/ves) (Tesco Uniform Embroidery Service)

or [www.gedasports.co.uk](http://www.gedasports.co.uk) (GEDA)

<u>GIRLS</u>	<u>WINTER</u>	<u>SUMMER</u>
	White or red shirt or polo shirt	red & white check
	grey skirt	dress or
	grey or black trousers	polo shirt
	red cardigan or	grey skirt
	jumper or	white socks
	sweatshirt or	
	sweat cardigan	
	white socks	

## BOYS

White or red shirt or polo shirt	polo shirt
grey trousers or	or white shirt
black trousers	grey shorts or
red jumper or	trousers
sweatshirt	grey socks
grey socks	

**FOOTWEAR** Girls and boys black shoes or plain black training shoes

**P.E. KIT** Girls and boys - black or grey shorts  
white T-shirt or polo shirt  
or red T-shirt or polo shirt

**SCHOOL COATS** – Optional

Please write names on every item of uniform

## **School Terms and Holidays 2017/2018**

### **AUTUMN TERM**

School opens Monday 4<sup>th</sup> September 2017 Years 1 – 6

School opens Monday 11<sup>th</sup> September 2017 Reception class

School closes Friday 20<sup>th</sup> October

School opens Monday 30<sup>th</sup> October

School closes Thursday 21<sup>st</sup> December 2017

### **SPRING TERM**

School opens Wednesday 3<sup>rd</sup> January 2018

School closes Friday 9<sup>th</sup> February

School opens Monday 19<sup>th</sup> February

School closes Thursday 29<sup>th</sup> March

### **SUMMER TERM**

School opens Monday 16<sup>th</sup> April

School closes Friday 25<sup>th</sup> May

School opens Monday 11<sup>th</sup> June

School closes Friday 20<sup>th</sup> July 2018

## **Extended Schools**

We are delighted to be an Extended School and provide a range of services for the Community in partnership with the Children's Centre. As well as various after school clubs we also provide the following: -

1. A range of Baby activities e.g. Baby massage, Dad's Club, Toddlers Club
2. Breakfast Club
3. After School Club
4. Little Treasures Nursery
5. Part time care for Nursery children.
6. Nursery placements for two year old children
7. Midwife on site

## **Thank you**

*Thank you for taking the time to read our prospectus. We hope that it has provided you with a “flavour” of our school. If you have any further questions, please do not hesitate to ask. We are very proud of our school and it is a privilege to teach the children in it.*

*A special thank you to the children, parents and staff who have written this policy.*