



Our Lady's Catholic Primary School



Prospectus

Friendship, Peace, Forgiveness, Hope, Community, Courage, Determination, Inspiration, Equality, Exc



Our Lady's Catholic Primary School

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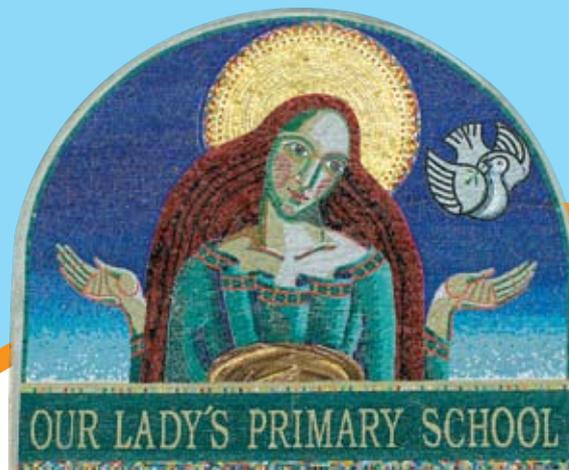
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Executive Headteacher: Mrs J Jackson

Excellence, Respect, Wisdom, Thankfulness, Compassion,



Welcome to Our Lady's Catholic Primary School

Our Lady's is a popular school situated in the heart of London, with all the opportunities and challenges that face people living and working in one of the major capitals of the world.



We believe that children thrive in a caring and intellectually stimulating environment with plenty of praise and encouragement.

At Our Lady's we aim to help our children to succeed and gain in confidence so that they contribute to society as skilful and well balanced young people.

Mrs Jackson

Executive Headteacher

Our Mission Statement

Our Lady's Catholic Primary School aims to provide a caring, stable, stimulating environment for learning.

Staff are committed to ensuring that the children's time at school is productive and successful. We aim to raise achievement through all aspects of the curriculum; developing self-confidence, motivation, self-reliance and co-operation.

We are committed to equality of opportunity and serve the local community by welcoming children from all backgrounds and faiths. Whilst our ethos is positively Catholic, we value and respect the diversity of our community and aim to set all children on life's path through compassion, thoughtfulness and understanding of one another and respect for one another's differences. We believe that parents and teachers have a responsibility to ensure that children leave school with:

- good basic skills in English, maths and ICT
- a love of learning
- good social skills
- a sense of responsibility towards society
- the confidence to stand up for themselves
- the knowledge that they are special in God's eyes



ADMISSIONS

To decide who can be admitted to the school we follow the rules laid down by Camden Local Education Authority. Please ask the school office for a copy of our Admissions Policy.



so that they are well equipped for a successful future.

STARTING SCHOOL

When your child starts school at Our Lady's you will be asked to help us fill out some forms giving us health and dietary information and home, work and emergency contact numbers in case we need to call you.

We keep this information on a computer in confidence.

SCHOOL ORGANISATION

The school is organised into three phases:

- The Foundation Stage
- Key Stage 1
- Key Stage 2

There is one class in each year group with places for 30 children in each class.



The Early Years and Foundation Stage (Reception class)

Reception class take part in Foundation Stage activities. The children in this class are 4 and 5 years old. The class is staffed by a reception teacher and at least one full time teaching assistant.

We employ many additional support staff throughout the school so that children have a great deal of individual attention.

Key Stage 1

This phase consists of 2 classes:

Year 1 for 5 -6 year olds

Year 2 for 6 -7 year olds

Key Stage 2

This phase consists of 4 classes:

Year 3 for 7 - 8 year olds

Year 4 for 8 - 9 year olds

Year 5 for 9 -10 year olds

Year 6 for 10-11 year olds

We have specialist teachers for music and PE plus part-time teachers who take over classes to allow staff time for lesson preparation, marking and training.

We also employ specialist staff to help children who are in the early stages of learning English or have special educational needs

The School Day

The children arrive at school from 8.40 am

Lessons start at 9.00 am

Lessons end at 3.30 pm

START OF THE DAY...

Children from all classes go straight to their class on arrival at school from 8.40am

The school playground is supervised from 8.40a.m

END OF THE DAY....

Parents and carers of children in Reception class collect their children from the class at 3.30 pm.

Other children are escorted to the big playground by their teachers where their parents can meet them.



ATTENDANCE AND PUNCTUALITY

For children to progress it is vital that they attend school on time, every day.

Parents have a legal responsibility to make sure that children are in school, on time every day. We rely on parents' support to make sure that children get to school safely, regularly and on time.

We expect parents to let us know if their child is absent for any reason. *Please telephone the school on the first day of absence and write to the teacher on your child's return.* We will decide whether the absence is authorised or unauthorised.

The school has a legal duty to publish information on the level of authorised and unauthorised absence and to work alongside Educational Welfare Officers to address absence issues.

Extended Leave

Please do not book holidays during school time.

In exceptional circumstances leave can be agreed in person by the Headteacher. In these cases firm dates of departure and return are agreed. Failure to keep to an agreed return date can mean that a child can lose their place in the school.

If there are problems with your child's attendance and punctuality our Educational Welfare Officer, employed by Camden Local Authority may visit you at home. You may also be fined.





THE CURRICULUM

Our school curriculum is founded on four basic principles. They are:

Broad

It introduces pupils to a wide range of knowledge, understanding and skills.

Balanced

Each part is allocated sufficient time relevant to the children's age and experience.

Relevant

Subjects are taught in a way that relates to children's lives and experience now and in the future.

Differentiated

What and how subjects are taught matches pupils' individual needs, abilities and aptitudes.

THE FOUNDATION STAGE

The National Early Year Foundation Stage Curriculum

- Personal Social & Emotional Development
- Physical Development
- Communication & Language Development
- Literacy
- Maths
- Understanding the World
- Expressive Arts & Design

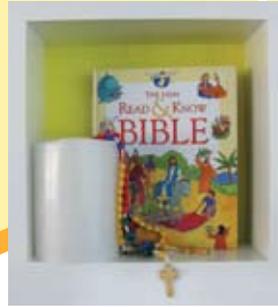
Subject based lessons

- Religious Education
- English
- Mathematics
- Information and Communication Technology (ICT)
- Music
- Physical Education

Topic based lessons

- Science
- Art
- Design Technology
- History
- Geography
- Personal, Social & Health education

Children may be taught as a whole class, in smaller groups or on an individual basis.



Religious Education

As a Catholic school, we place great emphasis on religious education as part of the curriculum. Our Lady's is a multi-cultural school with a Catholic ethos underpinning our work.

We seek to engage children in their own personal quest to discover meaning in their lives and to foster sensitivity towards seeing things from other people's points of view.

In our school we have as a thread running through our work, the belief and practice of the Catholic Church. Through stories and discussion in class, the life of Jesus, Christian ideas about God and the role of the church are explored..

COLLECTIVE WORSHIP

A daily act of collective worship is held in classrooms, in key stage groups or as whole school. We visit the church numerous times during the school year to celebrate mass and important events in the school calendar.

Our assemblies are important times when children come together to enjoy stories and songs and to reflect on religious, spiritual, moral and social issues from a variety of cultures.



Parents have the legal right to withdraw their children from collective worship or religious education. All requests for withdrawal must be agreed with the Headteacher.

The children of Our Lady's represent a variety of faith groups and the Governors are pleased to report that all children currently take part in religious education lessons and attend all assemblies.



Religious education in a faith school is not indoctrination, neither is it nurture. It provides the background of values and experience for the whole of the curriculum.



SEX AND RELATIONSHIP EDUCATION

We aim to prepare children to grow up as responsible and well informed adults.

Our programme of personal, social and health education (PSHE) includes sex and relationship education.

We take much care to match the teaching to the age and maturity of pupils.

We teach older children about human reproduction during science lessons and about the emotional side of growing up through the PHSE curriculum. Our teaching and policy plans are available to parents upon request.

Although you have the right to withdraw your child from the curriculum covering relationships we ask you first to speak to the Headteacher about your intentions.

HOMEWORK

All children at Our Lady's from Reception class to Year 6 receive regular, age appropriate homework.

Most importantly, we expect all children to take home a reading book and spend some time reading to or with their parent/carer each evening.

Valuing Children's Work

If your child brings home a piece of work please find time to discuss it and show you value it.

Children's confidence in their own abilities and development will only grow if their parents show an interest in their achievements, however small they may seem to you.





Pupil Progress

You will be invited to meet your child's teacher to discuss attainment, progress and future targets. You will also receive a written report annually.

If we are concerned about your child's progress we will arrange to meet with you.



PE and Swimming

Children take part in gymnastics, dance, athletics and indoor and outdoor games. The children in Y3 are taught to swim at a local pool by qualified instructors.

For safety and comfort we insist that all children change into the proper clothing for all sport. Our Lady's School PE shirts are available from the school office.

Planning, Assessment and Recording

Teachers plan the work of the school yearly, termly, weekly and daily.

Children's attainment is assessed termly. Teachers meet with the Headteacher to discuss each child's progress and to plan 'next steps' in learning for each child.

At the end of Foundation Stage, Key Stage 1 and Key Stage 2 assessments are reported nationally.

Please remember that you are welcome to make an appointment to speak to your child's teacher at any time during the school year.

UNIFORM

The Our Lady's uniform is a white shirt under a navy jumper/ cardigan and grey trousers or a skirt. Uniforms are available to buy from the school office. PE shirts are also available from the school office.

Shoes should be black school shoes or black plain training shoes. We ask that girls wear shoes with low heels.

Watches, and if necessary, small ear studs are the only types of jewellery acceptable at school.

No responsibility can be accepted for loss or damage to children's possessions unless caused by the school's negligence.



School Governors

The governors include representatives of the main political parties, nominated by Camden Council, school staff, parents and co-opted representatives from the Parish. The governors meet throughout the term. Parent governors are elected by the parents.

Support Services

We work in partnership with many different support services. These include Social Services, The NHS, The Educational Psychology Service, The Hampstead Dyslexia Clinic, The Catholic Children's Society..to name but a few.

The Educational Welfare Officer and School Nurse visit regularly. Children have a medical examination when they start school, which parents are asked to attend.

Extended School Activities

We are proud of our extended school activities, which are many and varied. At the beginning of each term, parents can apply for their children to join before and after school clubs. There is a small charge made for these clubs to cover the cost of tutoring and materials.

School Council

We have a school council which meets every half term with the Headteacher. Two elected children represent each class. We value our school council and are committed to inviting the children's opinions and including their ideas in the management of the school.



CHARGING POLICY

Under the law, the governors may choose to charge for some activities. Our policy is as follows:

No charge will made for:

- Education in school hours.
- Provision of learning materials connected to the National Curriculum.
- Swimming tuition fees or related transport costs.

Contributions from parents are permissible for:

- Board and lodging on residential visits.
- Costs of specialised individual or small group music tuition.
- Costs related to the wilful breakage and loss of and/or damage to school property e.g. books and equipment.

Costs of day visits to places of interest and value to the children.

We subsidise visits in order to keep parental contributions low. No child should be excluded from planned activities as the result of an issue related to cost.

Hot meals are served from the school kitchen and provide a balanced and varied diet throughout the week.



Breakfast Club

Our "early risers" Breakfast Club provides a nutritious breakfast and a range of activities. Parents can enrol their children termly. There is a small daily charge.

Lunches

Special dietary requirements are catered for. Children may bring packed lunches if preferred which should contain healthy foods such as a sandwich or rice, fruit and yoghurt. Drinking water is available at lunchtime and throughout the day.



Please support our healthy eating policy by not including sweets, chocolates or fizzy drinks in packed lunches.

Behaviour and Discipline

We expect high standards of behaviour from adults and children at all times. We expect and encourage children to develop self-discipline and exercise self-control.

Children are given carefully planned opportunities to take responsibility for their own learning and behaviour. We help children to resolve their differences and conflicts in positive and constructive ways so that they may learn the skills to do so independently.

Children understand and can name the "Golden Rules" on which our behaviour policy is founded.

We encourage children to report all incidents of name-calling, including racist or sexist names, violence or bullying. These incidents are taken very seriously and are recorded and dealt with swiftly. We prefer to involve parents at a very early stage in supporting children.

For details of our behaviour and anti-bullying policies please contact the school office.



Raising concerns

From time to time parents, and others connected with the school, may become aware of matters which cause them concern. To encourage resolution of such situations the Governing Body has adopted a 'General Complaints Procedure.'

The procedure is devised with the intention that it will:

- Usually be possible to resolve problems by informal means
- Be simple to use and understand
- Be non adversarial
- Provide confidentiality
- Allow problems to be handled swiftly
- Address all the points at issue
- Inform future practice so that the problem is unlikely to recur.

Full details of the procedure may be obtained from the school office.

Home-School Agreement

Every school is required by law to have a home-school agreement.

This is to ensure that families and schools are working together to support children's learning and development in the best possible way.

You will be asked to read and sign the agreement when your child starts school at Our Lady's.

Educational Visits

During the year children are taken out regularly on local visits and outings to galleries, museums, parks etc. We believe these visits enhance children's learning.

Children in Y6 are involved in a residential visit to an outdoor study centre.

In signing the Home-school Agreement you will be giving permission for your children to attend off site visits.

We will send you details of each visit, and a request for a contribution towards the cost of the visit.

You will often be invited to join us for these visits for your own interest as well as for extra support in supervising the children.

Illness and Accidents

We have a number of trained first aiders at Our Lady's who will administer first aid for minor accidents and illnesses occurring in school. You will be notified if your child has had anything more than a minor accident during the school day.

Special Educational Needs

Some children may have learning, physical, emotional/behavioural or special needs which require special support or provision over the long or short term. Their needs are identified and assessed according to the national code of practice and help is provided in school or sometimes from outside agencies for those who need it.



Communication with families

Please remember that you are welcome to make an appointment to speak to your child's teacher or the Headteacher at any time during the school year.

Our Lady's Newsletter

Our regular newsletters contain information on current and future events, dates for your diary and other items of interest.





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