

ST PAUL'S CATHOLIC PRIMARY AND
NURSERY SCHOOL

SCHOOL PROSPECTUS

2014-2015



ST PAUL'S CATHOLIC PRIMARY AND NURSERY SCHOOL
Park Lane
Cheshunt
EN7 6LR

A Voluntary-aided school in the Diocese of Westminster
Maintained by Hertfordshire LEA

Chair of Governors: Mrs Wendy Franklin
Headteacher: Mrs Y Devereux

Our School Mission Statement

**Our school is a place of learning,
a place of love.**

**In our school community
may we walk in the steps of St Paul
as we come together in work and play.**

**May we celebrate God's love for us
by following Jesus Christ
in the spirit of joy,
peace and understanding.**

What does the Mission Statement mean to children in our school?

“We learn together and we learn to respect each other.”

“We try to care for others.”

“We learn to take care of the school grounds and the trees.”

“In St. Paul’s School I feel really happy and never sad. I can always turn to anyone in our school community for help if I need it.”

“It is okay to make mistakes, because that is how we learn.”

“To me, our mission statement means that we should follow the footsteps of Jesus and try to be good people, and that we should cooperate and work together as a school community.”

“The mission statement means that our community lives in joy, peace and understanding, and we pray and work together and learn new things.”

“I think that the mission statement is the backbone of the school and that the line ‘follow in the footsteps of St. Paul’ means that we must take his example and treat God and everyone with love.”

“We love each other like a family.”

“I feel safe at school.”

Our aims

At St Paul's School we aim to provide Christian education of the highest quality rooted firmly in the Roman Catholic tradition where:

- all members of our community are provided with opportunities to develop their spiritual, moral, academic, physical and social potential,
- all members of our community are equally valued and their achievements celebrated,
- all members of our community share their gifts with each other and realise their potential as unique individuals.

In order to fulfil these aspirations we seek to:

- create an environment where the Catholic life of the School is brought alive by religious teaching and the regular experience of prayer and worship,
- establish an atmosphere of sympathy and acceptance where all can find recognition of their particular faith journey,
- set expectations for the highest standards of learning and behaviour,
- build a school community inspired by gospel values through service to others,
- develop a strong and close relationship between school, home, parish and the wider world,
- Spend 10% of curriculum time as RE.



ST PAUL'S CATHOLIC PRIMARY SCHOOL, CHESHUNT

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Cheshunt
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**Headteacher: Mrs Yvonne Devereux
Deputy Headteacher: Mrs Debbie Moore
Chair of Governors: Mrs Wendy Franklin**

St Paul's School is a Catholic Voluntary-Aided one form entry Primary School, maintained by Hertfordshire County Council within the Diocese of Westminster. The School serves primarily the Parish of St Paul's, Cheshunt, the Parish of St Martin de Porres, Cuffley with some children coming from the Parish of Our Lady of the Immaculate Conception and St Joseph's (see Admissions Policy).

The School has 8 classrooms. In addition, there are several smaller teaching and resource rooms. The Hall is centrally located and a dining room area is adjacent. Meals are cooked on site, with children being offered a choice of 2 hot meals or a packed lunch. There are two library areas.

There are separate playgrounds for the Nursery, Key Stage 1 and Key Stage 2. The school also has its own playing field.



ST PAUL'S SCHOOL GOVERNORS

The Governors are a group of people who give their time voluntarily to ensure the school maintains its high standards. Foundation Governors are appointed by the Catholic Church and are responsible for the Catholic ethos of the school.

Foundation Governors	Chair	Mrs Wendy Franklin
	Vice-chair	Mr Kevin O'Regan
		Miss Helen Power
		Mr Colin Horgan
		Mrs Tracy Lyons
		Mrs Christina Maskell
LEA Governor		Mrs Hannah Said
Parent Governor		Mrs Sharon Robson
Teacher Governor		Mrs Maria McLaughlin
Headteacher		Mrs Yvonne Devereux

VIEWING THE SCHOOL

We welcome the chance to show our school to interested visitors. Parents who wish to send their children to St Paul's are invited to an Open Morning to meet the Head, visit the classrooms and talk to pupils.

PRE-SCHOOL VISITS AND MEETINGS WITH PARENTS OF NEW CHILDREN

Children allocated a place in the Nursery are invited to pre-arranged 'taster' visits. Home visits are carried out by the Nursery Teacher and Learning Support Assistant prior to a child starting in the Nursery.

A meeting for parents of new children is held towards the end of the Summer Term prior to their child's admission to Nursery or Reception to discuss, in a friendly relaxed atmosphere, the experience of starting school from the view of the child, parent and teacher.

Children who come into our Reception are invited to attend sessions in the Summer Term to acquaint themselves with the Reception environment.

Meetings are also held in the September your child starts to discuss the school day, routines and answer any questions.

Parents are invited to make a contribution to school life in whatever way they feel able. This may involve, for example, helping the teachers during school time or with the Parent Association in fund raising activities. The school has a very hard working and enthusiastic Parent Association who raised £12,300 last academic year.

There are regular opportunities to discuss your child's progress with their teacher and information evenings about the curriculum. Parents are also invited to assemblies, Masses and other celebrations and will be kept informed of

developments within the school, through newsletters, curriculum letters, school website and meetings.

CLASSES

The School is organised into three sections;

- Foundation Stage (Nursery and Reception)
- Key Stage 1 (Year 1 and 2)
- Key Stage 2 (Years 3, 4, 5 and 6).

The whole school comes together for Assemblies and Masses.

ORGANISATION OF THE SCHOOL DAY

	AM	PM
NURSERY	8.45 – 11.45	12.30 – 3.30
RECEPTION KS1 (INFANTS)	8.50 – 12.00 (with 15 minutes break)	1.10 – 3.15 (with 15 minutes break)
KS2 (JUNIORS)	8.50 – 12.10 (with 15 minutes break)	1.10 – 3.15



School Uniform

Nursery

- Royal blue sweatshirt with school emblem
- Royal blue jogging trousers and gold polo shirt may be worn, but are not compulsory

Reception (Class S)

Winter

- Royal blue sweatshirt with school emblem
- Royal blue jogging trousers
- Gold polo shirt

Summer

- Navy Shorts (optional)
- Royal blue sweatshirt with school emblem
- Royal blue jogging trousers
- Gold polo shirt

Years 1 – 6 (Classes T – S6)

Boys

Winter

- Gold Shirt (top button must be done up and shirt tucked in)
- School tie (tied correctly)
- Navy jumper (plain with V –neck)
- Navy trousers
- Black or navy socks (some socks have coloured toes and heels. These are acceptable)

Summer

- Gold polo shirt (tucked in)
- Navy shorts (Optional)

Girls

Winter

- Gold shirt (top button must be done up) or blouse (shirt and blouse must be tucked in)
- School tie (if wearing a shirt and tied correctly)
- Navy jumper or cardigan
- Navy skirt, culottes, pinafore dress or tailored trousers
- Navy tights or long white socks

Summer

- Dress (small yellow check or striped)
- Gold polo shirt (tucked in)
- Navy skirt, culottes, pinafore dress or tailored trousers
- White ankle socks or long white socks

PE Kit

- Gold t –shirt
- Navy shorts
- Trainers

- Girls should also include a pair of socks in Winter, when wearing tights.
- Trainers
- Plimsolls for indoor PE/apparatus work

Winter

A navy or black tracksuit may be worn. There should not be any writing on the top or bottoms. Sports logos are acceptable.

All children should participate in PE lessons, unless a letter from home is received stating a good reason why not. If a child has forgotten their PE kit then a spare one will be given.

Shoes

All children should wear black or blue shoes in a sensible style and heel size. Children from Year 1 onwards change into trainers when playing on the grass or playtrails.

Hair

All long hair should be tied back, preferably with navy, gold or black hair ties. It is recognised that this is not always possible.

Shaved lines, patterns and logos in hair are not allowed.

Jewellery

Looped earrings are not allowed. Children who do wear earrings should be able to remove them for PE. If ears have recently been pierced, then they must be covered with tape and the earrings removed after six weeks.

Nail polish and tattoos are not allowed.

School uniform can be purchased from Penny's in Cheshunt or online at Mapac (link on school website).

SPECIAL EDUCATIONAL NEEDS

The school provides an inclusive learning environment. The School has a Special Educational Needs Policy in line with the Special Educational Needs Code of Practice. Children with special educational needs may require a carefully structured individual education programme of work, sometimes developed in consultation with advisory teaching staff, the School Psychological Service and members of the Schools' Medical Service. However this programme takes place as much as possible in the classroom alongside their peer group.

Assessment of children's needs is regularly reviewed. Parents are consulted where significant changes in arrangements occur. Some children have Individual Education Plans (IEPs) in order to address specific targets and these are discussed with parents.

Mrs Mathew is the Special Needs Co-ordinators for the School.

ACCESSIBILITY

Wheelchair users are able to move around within the school and there is a disabled toilet. The doors to the Junior classrooms and Dining Room have ramps and there is a platform lift between the Dining Room and the Junior end of the school. Good lines of communication are in place between the school and the specialist advisory services e.g. for hearing impairments, vision impairments, autism etc. There is a long term plan to replace the sills of the rest of the external doors so they are easier to negotiate with a wheelchair.

The school has used the County tutor service for children who are not able to come to school due to sickness.

PASTORAL CARE

The ethos of the School can be summed up in the words of the School Mission Statement. The approach to school life is religious in its broadest sense. Children are encouraged to see the whole of life as meaningful, even in its smallest detail. It is hoped that they will begin to perceive their own uniqueness and place in the pattern of things. It is stressed that all of life is a gift from God to be used in the development of self and the building of community through service to others.

Children at St Paul's are expected to be honest and courteous, to work to the best of their ability, to obey school rules and to work together. They are expected to respect each other, all staff and everyone associated with the School. Pupils and staff promote a happy, caring, hardworking atmosphere where everybody is able to make a positive contribution to the life of the School. Children are encouraged to seek help for any emotional or work related problems they may encounter.

SCHOOL DISCIPLINE

The Headteacher has overall responsibility for pastoral care and school discipline. The Class Teacher with whom the children have the greatest teaching contact cares for immediate pastoral needs. Individual teachers are responsible not only for the good conduct and discipline of their own class, but share a wider responsibility throughout the School.

SCHOOL RULES

Children are made aware of simple rules for everyday conduct in the school environment. Should any parent wish to discuss a behavioural matter they may approach the class teachers and, if necessary, the Key Stage Leaders, Deputy Headteacher or Headteacher.

Good behaviour is expected by all pupils and is encouraged through praise, reward systems, Headteacher's Class Awards and Headteacher's Stickers. When sanctions are considered necessary, choice will be made from a range of appropriate sanctions- verbal reprimand and discussion, withdrawal of privileges, detentions during 'break-times', removal of Golden Time. Where there is serious or persistent misbehaviour, parents will always be informed and involved. In the rare

incidences of a child's behaviour being detrimental to the progress of the rest of his/her class they will be excluded from the class to follow a learning programme under the head's supervision.



CURRICULUM

The curriculum has been developed in line with the Early Years Foundation Curriculum (Nursery and Reception), the New National Curriculum (KS1/KS2) and the Curriculum Directory of the Bishop's Conference.

Our aim is to encourage the individual child – at every stage of learning – to develop his/her particular abilities and talents. We strive to provide each child with the opportunity to achieve his/her full potential in all areas of the curriculum.





RELIGIOUS EDUCATION

All children participate fully in religious education and worship. Religion is taught following the guidelines in the Curriculum Directory of the Bishops Conference in England and Wales. Parents have the right to withdraw children from RE lessons. Please talk to the Headteacher about this.

At St Paul's we hope that children will come to learn of God's love and compassion for everyone. Through example, commitment and instruction, they are led to develop a loving, trusting relationship with God and with each other. The goodness and richness of life, the sense of togetherness and belonging are emphasised.

All children take part in daily acts of worship. During the Spring and Summer Terms, each class presents an assembly to the rest of the school and for any parents who may wish to attend. Masses for the whole School, to which parents and friends are invited, are held on special feast days and other occasions such as the start of Advent and Lent. From time to time there are other celebrations and Masses for Key Stages or classes.

First Communion Masses are organised at the Church throughout the months of May and June. The children are prepared by a member of the Parish, who comes into school.

Formal preparation for the Sacraments of Eucharist and Reconciliation takes place in Year 3. For religious education and the programme of sacramental catechesis to be effective, it is important that parents are involved and willing to play their part in the formation and instruction of their children.

CONSULTATION EVENINGS AND ANNUAL REPORTS

In the Autumn and Spring terms, the school holds consultation evenings when parents meet with their child's teacher to discuss progress, attainment and behaviour. There is also the opportunity for parents to look at their children's work.

An "Open Evening" is arranged for the Summer term, when children may show their parents their own work and take them to visit the rest of the school. A written report for each child is given to parents in July.

HOME SCHOOL AGREEMENT

When starting at St Paul's School, all children, parents, teachers and Governors are invited to sign a partnership agreement that focuses on everyone's commitment to high levels of achievement for all pupils.

HOMEWORK

Homework in English, Maths, RE and Topic work, eg spelling, number facts and simple research is given to all children with differentiation of activity and time dependent on age and ability. Parental help in listening to their children read and reading with and to them is considered to be vitally important at every stage.

The school's Homework Policy is available on the school website.

EXTRA-CURRICULAR ACTIVITIES

The children are offered a variety of extra-curricular activities. This provision will vary according to the expertise of the staff willing to undertake this voluntary work. These are some of the clubs that children have been offered this year: sketching, football, tag rugby, netball, athletics, environmental studies, design and technology, reading, singing, French, tennis, Hip Hop Dance, Rounders, games and homework.

Educational Visits

Children take part in a variety of educational visits that support and reinforce the learning taking place in the classroom. These visits can only take part if parents are willing to contribute towards the costs.

PARENT ASSOCIATION

All parents are automatically members of the Parents Association. The Parent Association exists to foster a close bond between parents, teachers and children, to fundraise to help the children attending the school and to support the school in any way possible.

Each year a committee is formed and a variety of functions, events and activities organised for parents, staff and children. The Association donates monies to school funds which are used to enrich the educational provision for the children. Last year the Association raised over £12,300. For further information, please contact the Chairperson or Secretary of the Association, respectively, via the school office.

FOOD IN SCHOOL

The children have the choice of a cooked school dinner or bringing in a packed lunch. Fruit and milk are available for children in Key Stage 1 and Foundation Stage at morning break. Children are not allowed to bring sweets into school. There is a **NO NUT** policy to protect children with nut allergies.

COMPLAINTS PROCEDURE

If you have a complaint, we ask that you first discuss the matter with your child's class teacher. If you wish to take the matter further please contact the school office to make an appointment to see the Deputy Headteacher or Headteacher.

The school's Complaints Policy is available on the school website.



Term Dates 2014/2015

Autumn Term

1st half of Autumn term Wednesday 3rd Sept – Friday 24th Oct

Half term break Monday 27th Oct – Friday 31st Oct

2nd half of Autumn term Monday 3rd Nov – Friday 19th Dec

Occasional day Friday 12th Dec

Christmas break Monday 22nd Dec – Monday 5th Jan

(Monday 1st and Tuesday 2nd Sept – INSET days)

Spring Term

1st half of Spring term Tuesday 6th Jan – Friday 13th Feb

Half term break Monday 16th Feb – Friday 20th Feb

2nd half of Spring term Monday 23rd Feb – Thursday 2nd Apr

Easter break Friday 3rd Apr – Friday 17th Apr

(Monday 5th Jan – INSET day)

Summer Term

1st half of Summer Term Monday 20th Apr – Thursday 21st May

Half term break Monday 25th May – Friday 29th May

2nd half of Summer term Monday 1st June – Tuesday 21st July

Bank Holiday Monday 4th May

(Friday 22nd May and Wednesday 22nd July – INSET days)