

St. Vincent's Catholic Primary School

School Prospectus 2017 - 2018



Address	Burnside Road, Dagenham, Essex, RM8 2JN
Telephone	020 8270 6695
Fax No:	020 8270 6696
E-mail address	office@st-vincent.bardaglea.org.uk
Website:	www.st-vincent.barking-dagenham.sch.uk

Welcome to St. Vincent's Catholic Primary School

Dear Parents,

The staff, governors and children warmly welcome you to St. Vincent's Catholic Primary School.

We firmly acknowledge the partnership that exists between home, school and parish and actively strive to develop these links as we believe the process of educating your child is one in which we share responsibility.

St Vincent's is a 'Good' school (Ofsted November 2016) with a strong Catholic ethos. The ethos permeates all areas of school life and is at the heart of our philosophy of education. Our whole curriculum is rooted in a religious understanding of life, where the gospel values underpin our efforts to provide a quality education for all.

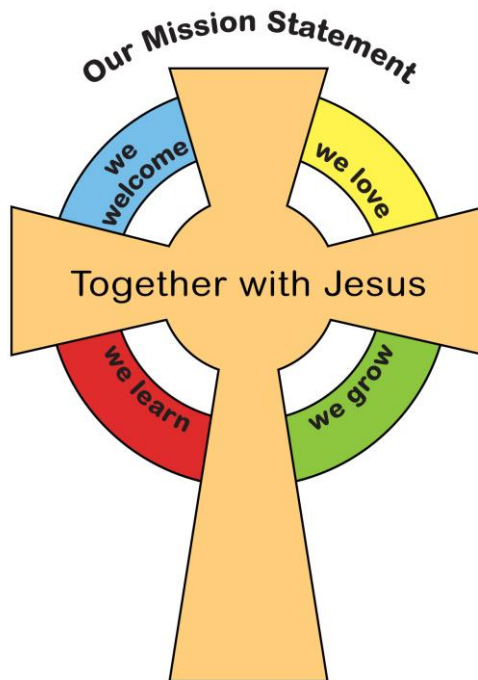
In all that we do we aim to create a happy and secure environment, where children want to come to school in the knowledge that they feel unique and valued as members of God's family. As a one form entry primary school we know each child very well.

We aim to create aspirational targets for our children, increasing their potential for achievement in life, whilst holding on to their Christian values and duty to care for all in God's world.

Childhood is a very special time and no one gets a second chance at it. We will do our very best to make it as happy and productive as possible for your child.

Mrs C Scott
Headteacher

Our Mission Statement



St. Vincent de Paul, pray for us.

Aims of the school

As a Catholic school, we aim to provide the best possible education for your child, where the teachings of Christ inform all our efforts and the way we treat each other. We provide an orderly, safe environment in which effort and personal success are rewarded, special gifts are catered for and individual needs are met.

St. Vincent's Catholic Primary School aims are:

1. To have a broad and balanced curriculum which is innovative, creative and relevant; that develops the progression of skills, knowledge and practical abilities that will enable our pupils to become confident, independent life long learners.
2. To help pupils appreciate all forms of human achievement.
3. To help pupils understand the world in which they live and to recognise the inter-dependence of individuals, groups and nations.
4. To teach our children the Christian message of love for God and our neighbours.
5. To encourage respect for religious and moral values, and tolerance of other races, religions and ways of life.

Admissions Policy

The Governing Body of St. Vincent's is responsible for admissions to the school.

Applications are welcome from parents who seek Catholic education for their children and are willing to participate in the life of the parish and school community in nurturing the Christian faith.

Parents are asked to note that children do not automatically transfer from Nursery to Reception. A separate application has to be made for admission to Reception Class.

Further details of our admissions procedures and criteria can be found on our website at www.st-vincent.bardaglea.org.uk

Attendance and Punctuality

We place great importance on regular and punctual attendance both because it is a legal requirement and because days missed or late arrival disrupt the education of the child concerned and his or her classmates. Discipline in this and all other matters is part of the ethos of the school leading to appropriate self esteem and respect for others. Attendance is a major contributory factor to the success of children. We urge parents to play their part by getting their children to school on time.

Late arrival/collection

Children, who are late for school, will be recorded in the Late Book in the main entrance. If you arrive after the bell at 9.00 a.m. your child will be marked as late on the register.

If parents or carers are late collecting children at the end of the day, they must come to the school office to collect their child and this will be recorded in the late book.

Persistent lateness will result in a letter to parents and the Access and Attendance Officer will be informed.

Absence

If your child is unwell and unable to attend school, please inform the school office before 10 a.m. on the first day of absence. Please send in a note to your child's class teacher when they return to school.

If your child's attendance drops below 90%, is erratic or unauthorised you will receive a letter from the Headteacher; this may then be followed up by the school's Access and Attendance Officer.

Medical Appointments

Appointments should be arranged outside school hours wherever possible. If you need to take your child out of school for any reason we ask you to give us notice of this.

Holiday

The school has adopted a position of not authorising requests for leave of absence (commonly referred to as term-time holidays), which is supported by the Local Authority.

Parents may request a leave of absence in exceptional circumstances or on compassionate grounds but they do not have a right to it.

Emergency contact names and numbers

It is essential that these are updated when necessary, so that you can be informed quickly at home or at work if your child is ill or has an accident. In addition, parents are required to give us an emergency contact number of a neighbour, friend or family member living close by, so that your child can be collected as quickly as possible if they are feeling unwell. If we cannot contact you, we will contact the person you have asked us to in the event of an emergency.

If we are not able to contact anyone, we will, if necessary, arrange proper medical attention, which may mean taking your child to hospital by car or by ambulance.

Please make sure that changes to telephone numbers are reported – in writing – to the School Office.

Parent/Carer Absence

If parents/carers are absent from the family home for any length of time, the school must be informed in writing of:

1. Who is caring for the child in your absence
2. The above persons contact details
3. The date parent/carers leaves and returns
4. How the parent/carers can be contacted while away in case of an emergency

Failure to comply with this could lead to a referral to Children's Services.

Safeguarding Children

At St Vincent's, safeguarding of children is a priority. We believe that we all have the right to be safe, to be happy and to learn. Staff have a shared responsibility to ensure this can happen.

Every child is under the supervision of a known adult at all times during the school day i.e. between 8.50am and 3.30pm (12 noon Nursery). We are unable to take responsibility for children outside these times except in exceptional circumstances when an arrangement has been made with the Headteacher.

All staff and volunteers working at our school have a responsibility to report concerns to one of our Designated Leads for Child Protection:

- Mrs Scott – Headteacher
- Mrs Craft – Deputy Headteacher
- Mrs Davis – SENDCo

The following procedures are in place:

- The Headteacher is the Designated Lead for Child Protection (Deputy Headteacher or SENDCo are Deputy Leads)
- All suspicions and allegations of abuse are taken seriously and responded to swiftly and appropriately.
- Visitors, including parents, must enter by the main front door and report to the school office.
- Visitors (including parent helpers) must sign in and wear a visitor's badge. On leaving, they are asked to sign out and return their badge.
- Employees of the London Borough of Barking and Dagenham and other contracted workers, will be asked to show their passes.

- No child is allowed to leave the premises unless accompanied by a parent or relative/friend previously notified to us.
- Pupils, who join or leave the premises after the school session has started, are recorded in a book entitled 'Record of pupils leaving/joining school after registration'.
- Pets should not be brought onto the school site.
- Smoking is not permitted on the school premises.
- Prams and pushchairs are not permitted inside the main school building.
- Exits should be kept clear of prams and pushchairs.
- Scooters and bicycles must not be ridden on the playground.
- Health and safety inspections and fire drills are carried out termly.

All staff are vigilant to the possibility of intruders on the school premises.

Child Protection Policy

The school's Child Protection policy is updated annually, and can be found on the school's website.

All staff are trained in Child Protection and are aware of the procedures to follow and the need to maintain confidentiality.

Staff will respond appropriately to:

- significant changes in children's behaviour;
- deterioration in children's general well-being;
- unexplained bruising, marks or signs of possible abuse;
- signs of neglect;
- comments children make which give cause for concern.

Safer Recruitment

We follow strict procedures to ensure that anyone who works in school is vetted. Ongoing checks and 'whistle-blowing' are in line with current policy.

Accidents and Minor Ailments

If your child is ill at school we will contact parents to take their child home. If a minor accident occurs, such as cuts, grazes or bumps, the matter will be dealt with by a qualified First Aider. We do not routinely inform parents of minor bumps and cuts. However all accidents are recorded by the member of staff who administered first aid. If a child sustains a bump on the head their class teacher is informed to watch for any symptoms of concussion that may develop. A note will be sent home to parents informing them that their child has sustained a bump on the head.

If a very serious accident occurs we always endeavour to contact parents, so that if required they may accompany their child to the doctor or hospital.

Medication

The school does not administer prescribed or bought medicine i.e. Calpol, antibiotics etc during the school day. The only exceptions to this are those children who have an on going medical condition such as epilepsy. For these pupils the School Nurse and Miss McEwen (Main First Aider) will meet with parents and draw up a Health Plan.

For any other pupils if you wish your child to take medicine during the day, you will need to come in and administer it yourself or arrange for another responsible adult to do it on your behalf.

Allergies

Please ensure we are informed in writing of any allergies your child has.

Asthma

Children who require the use of an inhaler must keep one in school (readily available in the First Aid bay) to use as required. Parents will be asked to complete a form detailing the instructions for the use of the inhaler.

Uniform

All children without exception are expected to wear the correct school uniform, which is a positive way of helping children feel part of our school community.

School Uniform consists of:

- Plain white shirt (short or long sleeved)
- Grey trousers/shorts (boys)
- Grey skirt or pinafore dress (girls)
- Plain red v necked knitted jumper (boys)
- Plain red knitted cardigan buttoned to the waist, **no** zips or collars (girls)
- School tie (can only be bought from the school)
- Plain black shoes. Shoes must be black leather and flat, able to be polished, and below the ankle.
- Grey or black socks (boys)
- Plain white, grey or black socks (girls)
- Plain red, black or grey tights (girls)
- A school book bag

- In colder weather, girls may wear grey tailored trousers (no lycra)
- In the Summer Term, girls may wear a red and white checked dress
- In the Summer Term children may wear flat, sensible sandals (white or black) which must be worn with socks. All sandals should be secure around the ankle (no flip flops)

No trainers are permitted.

Boots may only be worn to and from school in cold weather but pupils must change into shoes in school.

PE Kit

- Red shorts
- Plain white crew neck-shirt or St Vincent's PE shirt (available from the school office)
- PE bag (draw string)
- Black plimsolls
- Plain navy or black track suit bottoms (for outdoor activities in cold weather)

Year 3 - Year 6: May bring trainers for outdoor PE (optional). Trainers should be below the ankle. Fashion converse type shoes and high top trainers are not suitable for PE. These items are to be kept in a named draw string bag in school at all times during the school week.

All clothing and personal property must be clearly marked with your child's name. Please check labelling at intervals for fading. Lost property is collected by the school office. Whilst every effort will be made to find lost items of clothing, the school cannot be held responsible for any loss or damage.

Uniform Prices

School ties, PE shirts, shorts, book bags and water bottles can be purchased from school. Parents need to complete an order form (available from the school office) and if the form is returned by Wednesday, your order will be ready for collection on Friday at 3.30pm. Payment can be made when you make or collect your order.

School tie	Reception – Year 2 (with elastic) £1.80
	Year 3 – Year 6 £2.50
PE Shirts	£4.00
Red Shorts	£5.00
PE Bag	£2.00
Book bags	£6.00

Hair

NO colour products in hair (i.e. bleach, dye, highlights or coloured extensions).

Long hair **MUST** be tied back with simple hair accessories in the school colours red, white, grey or black

NO extreme hair styles e.g. fashion/celebrity styles; this includes mohicans, over use of gel and patterns shaved in hair.

Jewellery and Accessories

Jewellery must not be worn. Small gold or silver stud earrings are tolerated but children must be able to remove these themselves for PE lessons (Health & Safety regulations). Pupils in Years 3 to 6 may wear a watch, fitted to the wrist.

No nail varnish or nail extensions.

No tattoo transfers

Failure to comply with our uniform policy can lead to children losing privileges, missing break time, being stopped from attending off site activities e.g. sports events, swimming lessons, trips.

Parents will also be sent a letter reminding them of our uniform policy.

Any decision regarding failure to comply with our uniform code will be left to the discretion of the Headteacher.

Breakfast Club

At St Vincent's we run a breakfast club for children in Reception – Year 6 from 7.30am – 8.50am. Registration forms must be completed before a child can attend.

Children and parents should use the buzzer located at the pedestrian school gate and make their way to the dining hall. Please note breakfast will be served until 8.15am.

The breakfast club menu will include:

- Cereal
- Toast
- Fruit
- A drink

The Curriculum

The curriculum at St Vincent's reflects Christ at the centre of our Catholic school.

Our curriculum provides opportunities in a wide range of areas of learning, for the development of each individual's potential, value and self-worth. We also provide opportunities for individuals to develop as free, responsible members of society.

Foundation Stage

Children are currently admitted to Nursery in the September following their third birthday and they start in Reception Class in the September before they are five.

In the Foundation Stage we provide your child with the experiences to make progress towards the early learning goals.

We use the Early Years Foundation Stage Curriculum in Nursery and Reception. The framework outlines seven areas of learning and development that must shape educational programmes in early year's settings. It has a focus on three prime areas of learning as the foundation for all learning.

The three prime areas of learning are:

- communication and language
- physical development
- personal, social and emotional development

The four specific areas, through which the three prime areas are strengthened and applied are:

- literacy
- mathematics
- understanding the world
- expressive arts and design

Key Stage 1 and Key Stage 2

All children follow the National Curriculum. A full list of subject areas and what is covered is outlined on each year group's curriculum map on our school website.

From Nursery – Year 6 the Foundation Subjects are taught through Cornerstones

This is a creative and thematic approach to learning that is mapped to the 2014 Primary National Curriculum, to ensure comprehensive coverage of national expectations. Our curriculum will be delivered through topics which will provide a rich menu of exciting and motivating learning activities that make creative links between all aspects of children's learning. Every unit begins with a Memorable Experience and every unit ends with a celebration/performance.

In Key Stage 2 children are taught a modern foreign language, French.

Our aim is to ensure that all children acquire high levels of attainment in all subject areas so that they leave primary school skilled in literacy and numeracy and knowledgeable about the world around them and their relationship to it. We seek to identify individual gifts and talents. Our teachers are adept at finding ways of developing these so that each child is happy in themselves and with their achievements as well as being respectful of those of their peers.

Religious Education

We believe that R.E. embraces both your child's life and the life of the school. Through our R.E. programme we provide daily opportunities for your child to explore through different mediums – scripture, worship, singing, art, poetry, music etc. – ways of enhancing our Christian community.

Our school policy aims to foster the religious growth and development of your child during his/her time with us. This is achieved through a partnership with home and parish. This aim is reflected in our Mission Statement.

We follow the 'Come and See' RE programme, endorsed and recommended by Brentwood Diocese.

All classes pray together three times a day. On days where there is not a whole school or key stage assembly, a collective act of worship takes place in classrooms. Parents are welcome to join us at our whole school celebration assembly every Friday in the school hall at 3pm.

During the academic year the whole school will celebrate mass in St. Vincent's Church on Holy Days of Obligation, on our patron saints feast day and at the end of the year. Class masses, liturgies and reconciliation services also take place throughout the year.

The Parish, supported by the school, undertakes preparation for Reconciliation and First Holy Communion. The right of parents to withdraw their child from Religious Education and collective worship must be discussed with the Head Teacher/Governing Body prior to admission to the school.

Assessment

Teacher Assessment is a continuous process and covers all areas of the curriculum. It involves considering each child's strengths and weaknesses, setting targets and developing learning programmes.

Children's current level of attainment is reported to parents every term. At the end of the school year parents receive a written report on their child. The purpose of the report is to enable the school to share the child's achievements, goals and attainment with the parents.

Homework

The school values the place and importance of homework for pupils. Homework is any work or activity which pupils are asked to do outside lesson time, either on their own or with their parents or carers.

At the beginning of every academic year all parents receive a copy of the type and amount of homework their child will receive, when it is given and when it is due in. Parents are responsible for supervising the presentation of homework and ensuring that it is returned regularly to school.

We also encourage pupils to develop outside interests e.g. Cubs, Brownies, drama, music and sports clubs.

Educational Visits

Off-site visits to explore the local environment or to places of interest in connection with the curriculum are important for children's learning. Visits are also valuable opportunities for personal and social education and will be used fully to develop children's awareness of self, of others and the world around them.

There is a residential school journey to an outdoor education centre every two years for our Year 5 and Year 6 pupils.

Extra – curricula activities and school clubs

In addition to lessons, the school offers a number of activities outside the normal school day, either during the lunch break or after school from 3.30pm – 4.30pm. Clubs are led by a qualified coach or teacher. There will be a small charge for most clubs.

Clubs vary on a termly basis and may include French, cookery, art, singing, dance, football, basketball, netball, athletics, karate and multi – sports (details on our school website).

Charging Policy

It is school policy to charge parents for residential school journey fees. Where items of school property are lost or damaged, parents will be asked to contribute to the cost of replacement. For further details see our school website.

Voluntary Contributions

It is customary to ask parents to contribute to the cost of travel and entrance fees on day visits. No child is prevented from attending or is otherwise penalised if his/her parents are unable to pay. However, if the voluntary contributions fail to cover the costs involved, the trip may have to be cancelled.

School Meals

St. Vincent's School lunches are provided by Barking and Dagenham Catering Service and are cooked on the premises. The menu runs over a three week cycle and is available on our website. Children in Rec, Y1, and Y2 are entitled to a Free School Meal.

For children in Y3, Y4, Y5 and Y6 a school meal costs **£2.10** per day. School meals are paid for using **ParentPay**. This can be done in two ways:

1. Making secure payments online via ParentPay using your credit or debit card
2. Using PayPoint – top up your account with cash at a local convenience store that has PayPoint facilities.

When your child starts school you will receive a letter with your unique ParentPay Account activation details.

For more information please visit www.parentpay.com

Free School Meals

We strongly urge you to apply for free school meals if you are entitled, even if you choose to provide your child with a packed lunch. If your child receives a free school meal their daily school meal allowance is automatically added to the ParentPay network. For more information please visit our school website.

Packed Lunch

Alternatively, children may bring a packed lunch in a lunch box clearly labelled with their name. Glass bottles, canned or fizzy drinks and sweets are **not** permitted.

If you wish your child to change from packed lunch to school dinners, or vice versa, it is not necessary to give any notice, but please ensure your child is clear on whether they are packed lunch or school dinners. As a healthy school there are rules in place regarding packed lunches. Please see our Packed lunch policy on the school website.

Snacks

Children in the Nursery, Reception class and Years 1 and 2 are provided with a piece of fruit each day under the National Fruit Scheme. Nursery and Reception children also receive a third of a pint of milk each day.

Children in Year 3-6 are permitted to bring in a snack of fresh fruit from home for morning break. No other snacks are allowed.

Each child joining the school (except Nursery) is provided with a water bottle. This should be filled at home – water only – and is kept with them in class during the day to drink from as required. Replacement lids and bottles can be purchased from the school office (Lids £0.25 Bottle and lid £1.25)

Mobile Phones

Parents are requested NOT to use mobile phones in the school building. Pupils are **not** permitted to bring mobile phones to school unless they are in Year 5 or Year 6 and travel to and from school on their own and parents have completed a consent form.

Phones will be confiscated if the pupil does not have a completed consent form or fails to leave their phone with their class teacher at the beginning of the day. If confiscated their phone must then be collected by the child's parent/guardian.

Playtime, PE and Swimming

These are an important part of the school day. School policy is that, if a child is well enough to come to school, they are well enough to participate in all areas of the curriculum and to spend break times in the playground.

Broken Limbs

These are an exception. Please see the Headteacher.

Head Lice/worms

Unfortunately these are common childhood problems which need constant vigilance and are still common in schools. **Please let us know** if your child contracts them, so we do what we can to prevent them spreading. Simple, quick and effective remedies are easily obtainable from doctors or chemists.

Parking

We have an ever increasing problem with parking in Burnside Road at the beginning and end of the school day. Please be considerate of local residents when dropping of your child or collecting them. Do not block driveways or footpaths. It is illegal to stop or park on the yellow zig zag lines in Burnside Road during term time between 8.00 a.m. and 4.30 p.m.

Home – School Partnership

Contact between home and school is welcomed and encouraged. There is evidence to show that children make the most progress and are happiest when parents work in collaboration with the school.

We have a Home School agreement which we ask you to sign annually; this outlines our commitment to your child and to you, as well as your commitment to support the school.

Finding out about your child's progress

Parents are invited to attend Parent's Evening during the year with their child's class teacher. These appointments are for 10 minutes. At these meetings the children's work will be available for parents to look at and we will discuss strengths and identify areas for development.

All parents are invited to an Open Evening in July, when there is an opportunity to look at your child's work across the year and to meet your child's new class teacher. Parents are invited to attend curriculum meetings and workshops throughout the year as and when they are arranged.

Newsletters and Calendars of Events

A list of dates is sent out at the beginning of each term and a weekly newsletter is emailed to parents on a Friday. (Paper copies are available from the school office on request).

Dates, policies, newsletters etc are also posted on our school website.

www.st-vincent.bardaglea.org.uk

Behaviour and Discipline

The ethos of the school, embodied in the school Mission Statement, must have a supportive framework in which every individual including the staff is highly valued and knows it.

At St Vincent's we have a whole school approach to behaviour management. We have high expectations of pupils' behaviour both in and out of the classroom. Any form of bullying or behaviour which causes stress to other children or teachers is firmly rooted out.

If the school is concerned about your child's behaviour, parents are contacted as soon as possible. It would support the development of your child if home and school provided a consistent approach to behaviour. We look to parents to support our Behaviour Policy. Our Behaviour Policy and Anti Bullying policy are available on our school website.

Problems

At St Vincent's School, we value the good relationships which have built up over the years between parents and the school. We want your child to be happy, safe and fulfilling their potential at all times at school, but from time to time, things can go wrong. The majority of issues raised by parents, the community or pupils are concerns rather than complaints. St Vincent's is committed to taking concerns seriously at the earliest stage. However, depending on the nature of the complaint, you may wish or be asked to follow the school's formal complaints procedure which can be found on our website.

The complaints procedure has three main stages.

In summary, they are as follows:

- Stage 1 – Talk to the teacher.
- Stage 2 – Meet the Headteacher or Deputy Headteacher.
- Stage 3 – Go to the Governors

If you would like a copy of the policy it is on the school website or please ask at the school office.

Inclusion

Special Educational Needs and Disabilities (SEND)

If your child has any difficulties accessing the curriculum we work with parents to identify these difficulties and find ways of providing appropriate support in line with the Special Needs Code of Practice. Full details are on the school website.

English as an Additional Language

We recognise and value other languages and encourage children to learn their mother tongue language, whilst supporting them in learning English through our visual and practical curriculum.

Equalities Mission Statement

We are committed to ensuring equality of educational opportunity and support for all pupils, parents, carers and staff irrespective of sex, race, disability, religion or belief, sexual orientation, pregnancy, gender reassignment and socio-economic background. We aim to provide a fully inclusive school in which every person feels proud of their identity and able to participate fully within the school community. We believe that a diverse school community is a strength which should be respected and celebrated by all those who learn, teach and visit here.

Our Equalities Policy and Action Plan are available on our school website.

Accuracy of Information

The information contained within this document relates to the school year 2017-2018. Every effort has been made to ensure that this information was correct in relation to that year at the date of publication. It cannot be assumed however, that there will be no changes before the start of, or during the school year 2017-2018 or in relation to subsequent school years.