



St Clare's Catholic Primary School

Following in the footsteps of Jesus

Staff and School Governors

2019-2020

Headteacher	Mrs M Ryder
Deputy Headteacher	Mr M Wilson
KS1 Class Teachers	Mrs H Gill
	Mr C Gates
	Mrs J Holt
	Mr M Wilson
	Miss L Higgins
KS2 Class Teachers	Miss S Kelly
	Miss B Whitley
	Mrs Ward
Higher Learning Teaching Assistants	Mrs H Povall-Jones
Teaching Assistants	Mrs K Beattie
	Mrs L Smith
	Mrs H Whiten
	Miss C Bradley
	Ms V Stockton
	Mrs L Boswell
	Mrs M Callaghan
Miss H Loftus	

Sports Coach	Miss R Newell
Before/After School Club	Mr Chris Wright
	Mrs Joan Wendes
	Mr Chris Wright
School Cook	Mrs J Pasquill Tompson
Kitchen Assistant	Miss J Cooper
School Administration	Mrs G Kujawinski
	Miss J Singleton
School Caretaker	Mr E Rowlands
KS1 Midday Assistants	Sumi Michie, Cerys Dodd and Kerry Gentile
KS2 Midday Assistants	Charlotte Ware, Justine Wilkie
School Governors	
Chair of Governors	Mr J McCann
Vice Chair of Governors	Mr M Axon
Governors	Mr A Shone
	Fr Emeka
	Mr F Titley
	Mr J Phillips
	Mrs R Clayton
	Mrs D Richards
	Mrs M Ryder
Staff Governor	Miss S Kelly

The School Day

The school day is divided into two sessions:

Morning	9:05-12.15pm (KS1)
	9:05-12.30pm (KS2)
Afternoon	1.15-3.30pm (KS1)
	1.20-3.30pm (KS2)

All children have a 5 minute snack time and a 15 minute break in the morning and Key Stage One has a 15 minute break in the afternoon.

Children in Key Stage Two have the opportunity to purchase a warm snack during morning break.

School Organisation

Our school is organised as follows:

Class Name

Australia	Foundation Stage
Europe	Year One
South America	Year Two
North America	Year Three
Africa	Year Four/Year Five
Asia	Year Five/Six

The Curriculum

Our curriculum is all the planned activities that we organise in order to promote learning, personal growth and development. It is organised within a creative model designed to enrich and excite all learners.

Topics

Each term all learners experience our enjoyable curriculum through a 'Context for Learning'. Prior to the term starting children share with their teacher their current knowledge and what they would like to learn. This then informs the teachers planning and subsequently the

activities are aimed at addressing their needs and expectations. Activities and related websites can be found on our website. You can find it by typing in the following address:

www.stclares.cheshire.sch.uk

Foundation Stage

The children in our Reception Class follow the Early Years Foundation Stage curriculum. Activities, experiences and opportunities are planned to meet children's learning needs and styles to take account of their prior learning. The curriculum is divided into prime and specific areas.

The prime areas: Communication and Language

Physical Development

Personal, Social and Emotional Development

The specific areas: Literacy

Mathematics

Understanding of the World

Art and Design

Throughout the year the teacher and teaching assistants gather information through observations and assessments to identify each child's progress and further needs.

KS1/KS2

Literacy

We teach all the literacy skills - speaking, listening, reading, writing, spelling and handwriting - so the children may become effective readers and writers with a real interest and enjoyment in literature.

Mathematics

In mathematics we develop the knowledge, skills and understanding of the subject and provide meaningful opportunities for their application. Emphasis is placed on developing mental and written strategies.

Science

We encourage a scientific curiosity through practical observations and investigations. By doing so, children gain an understanding of the world they live in and develop skills of questioning, reasoning, thinking and enquiring.

Religious Education

Religious Education is provided for all pupils using the agreed Catholic Syllabus: The Way, The Truth and The Life. Children are also taught about the beliefs of others and have the opportunity to reflect on their own experiences.

ICT

Each classroom has an interactive whiteboard and all Key Stage Two classrooms have visualisers. This allows teachers to use a range of software in their teaching. The whole school is networked providing children with instant access to the internet. Only safe websites can be accessed by children. We have laptop trolleys in both KS1 and KS2 so that ICT is embedded across the curriculum.

History/Geography/Art/Music/Design Technology

These subjects are taught primarily through the context for learning. They are brought to life through various creative activities such as; educational visits, hands on activities, use of artefacts and the outside school environment.

French

All the children in Key Stage Two have a French lesson each week.

PE

A range of physical activities are enjoyed whilst also considering the importance of a healthy life. Swimming is taught at Key Stage 2.

Personal, Social, Health Education and Citizenship

PSHE is delivered in a variety of ways. Strategies are in place in every classroom so that children feel safe and cared for. Lessons are delivered throughout the year to support personal and social education.

National Assessments

Children are assessed at the end of Foundation Stage, Year 2 and Year 6. The school assesses each child's progress throughout each year they are at St Clare's by teacher assessment.

Homework

Homework is set throughout the school. All children are encouraged to share their reading books with their parents and additional homework relating to the work the children have covered during the week will be given weekly.

Special Educational Needs

The progress of every child at St Clare's is continually monitored and we aim to identify any special educational needs at an early stage in order that support can be given as soon as possible. There may be occasions during a child's development when extra support is necessary. In this case, a special programme is developed to help your child overcome these difficulties and extra support is provided where appropriate. Any additional needs will always be addressed in consultation with the parents.

Pastoral Care and Discipline

Our approach is based on a policy of positive praise and encouragement, providing the children with skills that will become the foundation for their self-esteem and future success. We have many strategies that reward positive behaviour:

1. Noticing

Staff at St Clare's will make a concerted effort to 'notice' children's efforts in work or behaviour. By 'noticing' we mean make a comment about the effort eg - Jack, I've noticed that you are trying really hard to stand sensibly in the line today.

2. Rainbow behavioural system

All staff follow procedures for dealing with inappropriate behaviour. Children who go above the rainbow for each lesson in a day are rewarded with a raffle ticket for a draw which takes place in the celebration Assembly on Friday morning.

3. A note home

Children's efforts can be rewarded with a note home to share achievements with Parents and Carers.

4. Housepoints

House points are rewarded for individuals and may be given as well as other rewards. The house points are declared in Celebration Assembly for each week.

5. Stars of the week

This is awarded for exceptional effort. Two certificates are given on a Friday for special achievement. Parents are informed if their child is receiving a certificate, so they can arrange to be present at the assembly.

Attendance and Punctuality

Good attendance and punctuality are essential to the progress of each child and parents are encouraged to ensure that their children are not absent from school without good reason.

Before and After School Care

Our before school club runs every morning in the school hall from 8:15am and is staffed by Mrs Wendes and Mrs Charlotte Ware. After school club runs until 4:30pm.

Illness

In the event of your child being unable to attend school it is important you let us know as soon as possible. If there is an extended absence we would expect you to contact school as often as possible to keep us informed of your child's progress.

Medical Appointments

Children who have dental/medical appointments in school hours should be collected by a parent/guardian. Could you please notify school of any forthcoming appointments. Children should be signed in and out of school by the collecting adult.

Medical Information

If your child requires medication of any kind or has a medical condition please notify the school office and complete a medication request form. School cannot administer where there is no request form completed.

Emergency contacts

If your child is taken ill or has an accident at school, parents will be informed immediately. It is therefore extremely important that the school has an up to date record of emergency contacts.

Absence requests

In accordance with new government guidelines introduced in 2013 we are no longer able to authorise absence due to holidays. Any parents whose children are taken out of school during term time on holiday without authorisation may be subject to a fine. Schools are expected to enforce the new government policy and failure to do so may be highlighted within the Local Authority and OFSTED inspections.

Reporting to Parents

Parents can meet formally with staff in the Autumn and Spring term. In the Summer term a written report is given to parents. They have the opportunity to make appointments with the teachers to discuss the report if they feel it is necessary.

Admission to School

Children will start school in the September that precedes their 5th birthday.

Admissions to the school will be made by the Governing Body in accordance with the stated parental preference subject to the following set admissions criteria forming a priority order where there are more applicants for admission than the school has places available.

1. Looked after children - a 'looked after child' is a child who is in the care of the local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989)
2. Baptised Catholic children from the parishes of St. Clare and St. Francis
3. Children who have siblings at the school at the time of admission.
4. Baptised Catholic children from other parishes.
5. Non-Catholic children whose parents wish them to have a Catholic education.

Further details on admission can be obtained from our Admissions Policy

School Meals

At St Clare's, children can bring a packed lunch or enjoy a meal from our on-site kitchen. Our school meals are of a high standard and are freshly cooked each day. Salad and fresh fruit are made available each day.

All Key Stage One children are entitled to a free school meal. For Key Stage Two children dinner money should be paid through Parentmail, our electronic communication and payment

system. Children can opt for particular meals even if they wish to have a packed lunch for the rest of the week.

All school meals and packed lunches are taken in the school hall. Fizzy drinks or glass bottles should not be sent into school and due to our Healthy School status we do not encourage the children to have chocolate or sweets in their lunch box.

School Uniform

<p style="text-align: center;"><u>Autumn/Spring</u></p> <p>Brown v-neck school sweatshirt or cardigan with school badge</p> <p>White polo shirt (badge optional) or white shirt & school tie</p> <p>Brown skirt or pinafore or grey/black trousers</p> <p>Black shoes</p>	<p style="text-align: center;"><u>Autumn/Spring</u></p> <p>Brown v-neck school sweatshirt with school badge</p> <p>White polo shirt (badge optional) or white shirt & school tie</p> <p>Grey/black trousers</p> <p>Black shoes</p>
<p style="text-align: center;"><u>Summer</u></p> <p>Yellow chequered dress</p> <p>Brown school cardigan with badge</p>	<p style="text-align: center;"><u>Summer</u></p> <p>As Autumn/spring</p>

P.E. KIT: Yellow Tee-shirt (school motif)

 Black shorts

 PE bag with school motif

 Pumps or trainers for outside lessons.

Uniform can be ordered on a half-term basis through Uniformity, Handbridge, Chester.

The P.E. kit is necessary when your child is picked as a team member representing the school. All items of clothing liable to be removed should be carefully marked with the name of your child.

Jewellery

We do not allow any jewellery to be worn during sporting activities. We would prefer that no jewellery be worn in school at all. The children must take earrings out themselves, and unless they are able to do this they should not be worn.

Older children may wear watches, but these remain their own responsibility.

Lost Property

Clearly named coats/jackets and all uniform garments makes life much easier for your child and the school staff. Whilst every effort is made to trace lost property, and to encourage children to look after their belongings, parents are asked to note that the local authority cannot accept responsibility for the loss of, or damage to, personal property brought to school. There is a lost property box in each cloakroom area.